



TOWNSHIP OF LEBANON
HUNTERDON COUNTY
NEW JERSEY

CONTRACT #2026-02

CONTRACT NAME:

**SLATE ROOF REPLACEMENT AT THE NEW HAMPTON SCHOOLHOUSE FOR
THE TOWNSHIP OF LEBANON MUSEUM PROJECT**

LEBANON TOWNSHIP COMMITTEE

Jay Wojcik, Mayor
Tom McKee, Deputy Mayor
Beverly Koehler, Committeewomen
Abe Abuchowski, Committeeman
Richard Webb, Committeeman

TOWNSHIP ATTORNEY

Mark Roselli, Esq.

TOWNSHIP CLERK

Carolynn Budd, RMC, QPA

PROJECT ARCHITECT

Christopher Pickell, AIA
Pickell Architecture LLC
115 Main Street
Flemington, NJ 08822

BIDDER: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____



NOTICE TO BIDDERS

The Township of Lebanon invites sealed bids for:

CONTRACT #2026-02

CONTRACT NAME: SLATE ROOF REPLACEMENT AT THE NEW HAMPTON SCHOOLHOUSE FOR THE TOWNSHIP OF LEBANON MUSEUM PROJECT

Sealed bids will be opened and read in public for consideration by the Township of Lebanon, 530 W. Hill Road, Glen Gardner, NJ 08826 on Tuesday, August 18, 2026, at 10:00 a.m. prevailing time. All bids shall be received at the Township of Lebanon Clerk's Office in the Township Municipal Building any time prior to Tuesday, August 18, 2026, at 10:00 a.m. Bids arriving after Tuesday, August 18, 2026 at 10:00 a.m. will not be accepted. Bids will be opened in the Municipal Building Meeting Room. They may be mailed or via courier such as Fed-ex, UPS, or hand delivered to the Township, where an employee will accept the package.

All bids shall be presented to the Township of Lebanon by parties bidding or their agents prior to the time designated, or when called for by the Township of Lebanon.

If you are interested in downloading Bid Specifications, please go to the website <https://lebanontownship.net/> and scroll down to News and Notifications. You may download the specifications for free. **FOR A PRINTED COPY OF THE BID SPECIFICATIONS, INCLUDING FULL SIZE ARCHITECTURAL DRAWINGS**, pick up at 530 W. Hill Road, Glen Gardner, NJ 08826 between the hours of 8:00 a.m. – 4:30 p.m., Monday through Friday, office is closed 12:00 p.m. – 1:00 p.m. for lunch. **Bids shall be made on the standard proposal form and be enclosed in a sealed envelope addressed to the Township Clerk at the above address. The name and address for the bidder and the name of the item must be printed on the face of all envelopes. Bid packages should not be disassembled or duplicated. One (1) original, one (1) copy of the bid proposal must be submitted. Bids will be rejected if not submitted within time, date and at place designated.**

In all cases, in which a bid is delivered by public or private mailing, or hand delivered, the following address and notation shall appear prominently on the front of the outside envelope:

CONTRACT #2026-02

CONTRACT NAME:

**SLATE ROOF REPLACEMENT AT THE NEW HAMPTON SCHOOLHOUSE FOR
THE TOWNSHIP OF LEBANON MUSEUM PROJECT**

Township Clerk
Township of Lebanon
530 W. Hill Road
Glen Gardner, NJ 08826



The bid documents shall be placed in an inside envelope which shall have the following endorsement in the upper right corner of the envelope:

CONTRACT #2026-02
CONTRACT NAME: SLATE ROOF REPLACEMENT AT THE NEW HAMPTON
SCHOOLHOUSE FOR THE TOWNSHIP OF LEBANON MUSEUM PROJECT
August 18, 2026

Bidders who elect to utilize public or private mailing for delivery of bid assume the burden of correctly addressing the envelope.

Bidders shall comply with the Affirmative Action Requirements of N.J.S.A 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended from time to time.

The Township Committee reserves the right to reject any and all bids for the above-listed contract in whole and/or in part which do not comply with the specification and/or the statutory requirements. The Township Committee reserves the right to waive informalities as the Township may deem to be in its best interest.

All contract documents are to be submitted intact in accordance with bidder's checklist. All erasures, interpolations, and other physical changes in the bid form shall be signed or initialed by the bidder.

Dated: July 28, 2026

By the Order of the Township of Lebanon
Carolynn Budd, RMC, QPA
Township Clerk



BID DOCUMENT SUBMISSION CHECKLIST

TOWNSHIP OF LEBANON

CONTRACT #2026-02 SLATE ROOF REPLACEMENT AT THE NEW HAMPTON SCHOOLHOUSE FOR THE TOWNSHIP OF LEBANON MUSEUM PROJECT

The bid document is to be returned in the exact same page order that it was received in.

A. Failure to submit the following documents is a mandatory cause for the bid to be rejected.

Required with submission of bid (Township's Checkmarks)		Initial each item submitted with bid (Initial each item)
√	A bid guarantee as required by N.J.S.A. 40A:11-21	
√	A certificate from a surety company, pursuant to N.J.S.A. 40A:11-22	
√	A listing of subcontractors as required by N.J.S.A. 40A:11-16	
√	If applicable, bidder's acknowledgement of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications or bid document(s)	
√	Statement of Ownership (Ownership Disclosure Certification)	

B. Failure to submit the following documents may be a cause for the bid to be rejected.

Required with submission of bid (Township's checkmarks)		Initial each item submitted w/bid (Initial each item)	Required with submission of bid (Township's checkmarks)		Initial each item submitted w/bid (Initial each item)
√	A Bid Proposal Form		√	Resolution of Authorization if Bidder is a Corporation (if applicable)	
√	Bid Document Submission Checklist		√	Disclosure of Investment Activities in Iran	
√	Bidders Qualification Statement		√	Certification of Non-Involvement in Prohibited Activities in Russia or Belarus	
√	Non-Collusion Affidavit		√	Debarred, Suspended and Disqualified Bidder Affidavit	
√	Affirmative Action Certification		√	No Deviations and/or Exceptions	
√	Mandatory Equal Employment Opportunity Language		√	Business Registration Certificate	
√	Americans with Disabilities Act		√	Proof of Insurance	



The following items, as checked, shall be required after award of the contract:

Performance Bonds: _____√_____

Certification of Insurance: _____√_____

Signed Contracts: _____√_____

Maintenance Bond: _____√_____

NJ Public Works Contractors Registration: _____√_____

If you are chosen, if applicable, you will be required to provide the Township with a copy of the **NJ Public Works Contractors Register Certificate**. This certificate must be dated on or before the date this bid is submitted.

SIGNATURE: The undersigned hereby acknowledges and has submitted the above listed requirements, and reviewed entire bid package

Name of Bidder: _____

By Authorized Representative: _____

Signature: _____

Print Name and Title: _____

Date: _____

GENERAL BID SCHEDULE

- Advertisement Date (on Township Website): July 28, 2026
- Pre-Bid Meeting: N/A
- Questions from Vendors Cut-off: August 11, 2026
- Bid Opening Date: August 18, 2026
- Award Date (Estimate): September 9, 2026
- Project Start date (Estimate): Within 120 Days of Bid Award
- Project End date (Estimate): TBD



BIDDERS QUALIFICATION STATEMENT

1. How many years have you been in business under your present business name?

2. Have you, your organization, partners or officers failed to complete a municipal contract or defaulted under any such contract? If yes, please explain and list the municipality involved. (Attach a separate sheet, if necessary.)

3. Did you, your organization, partners or officers ever withdraw your bid after being designated the lowest bidder on a municipal contract? If yes, please explain. (Attach a separate sheet, if necessary.)

4. Have you, your organization, partners, or officers been a party to any lawsuits or legal actions, whether of a civil or criminal nature, arising out of or involving bid contracts or the performance thereof? If so, give details and disposition of the matter.

5. Are there any unsatisfied judgments recorded against you, your organization, partners, or officers? If so, give details, including the name and the address of each judgment creditor and the amount of each judgment.

6. The period of time you, your organization has been continuously engaged in this type of development, operation and maintenance program in New Jersey under the name in which the proposal is submitted.

Any information submitted in the Bidder's Qualification sheet which is false or misleading may be grounds for disqualification of the bidder and rejection to his bid.



INFORMATION FOR BIDDER

DEFINED TERMS

Wherever the words defined in the Article or pronouns in place of them are used in the Contract and the Specifications, their intent and meaning shall be interpreted as follows:

As Directed, As Required, Etc.

Wherever in the specifications the words “as directed”, “as required”, “as permitted”, or words of like import are used, it shall be understood that the direction, requirements, or permission of the designated contact person for each site is intended, and similarly the works of like import, shall mean approved by or acceptable and satisfactory to the contact person for each site.

Bid

The offer or proposal of the Bidder submitted on the prescribed form setting forth the prices for the work to be performed.

Bidder

Any individual, firm or corporation submitting a proposal for the work contemplated acting directly or through a duly authorized representative.

Change Order

A written order to the Contractor signed by the Owner authorizing an addition, deletion or revision of the work, or an adjustment of the contract amount or contract time.

Clerk

The clerk of the governing body if the Owner be a County or Municipality.

Contract

The agreement covering the performance of the work, together with all supplementary documents, including Notice to Contractors, Information for Bidders, Proposal, Executed Contracts, Contract Bond, General Conditions, Museum Roof Specifications including General Specifications, Museum Roof Detail Plans and Museum Roof Detail Plans Elevation, are to be treated as one instrument whether or not set forth at length in the form of the contract.

Contract Price

The total moneys payable to the Contractor under the Contract Documents.

Contract Time

The number of calendar days stated in the Contract for the completion of the work.

Contractor

The party of the second part designated in the contract entering the contract for the performance of the work required by it acting directly or through agents or employees.

Counsel

The person or firm holding the position or acting in the capacity of legal counsel for the Owner in the performance of the work contemplated.

Drawings or Plans

Please see attached drawings for this project (if applicable).

Engineer

Whenever the word Engineer is used in reference to the work or any part thereof in these specifications of the Contract, it shall be understood to apply and refer to the professional



engineering representative of the Owner, duly authorized to represent the Owner in the execution of the work covered by the Specifications and Contract. The term "Engineer" or the pronouns used in place thereof shall refer to acting either directly or through assistants under him, limited to the particular duties entrusted to them.

Modification

(a) a written amendment of the Contract Documents signed by both parties, or (b) a change order, or (c) a written clarification or interpretation issued by the Engineer.

Owner

A public body or authority, association, partnership, corporation or individual for whom the work is to be performed; the party of the first part in the Contract.

Personal Injury

Shall be interpreted to mean "Bodily Injury" for insurance coverage purposes.

Plans

All drawings or reproductions of drawings, pertaining to the construction of the project.

Project

The design or scheme used and set forth on the plans and to be carried out by the specifications to complete the work in a manner satisfactory to the Engineer.

Project Representative

An Authorized representative of the Owner assigned, under the supervision of the Engineer, to the observation of the work.

Proposal

The approved prepared form on which the Bidder will or did submit his, their or its prices for the work contemplated.

Proposal Security

The security designated in the proposal, to be furnished by the Bidder as a guaranty of good faith to enter a contract with the Owner if the work is awarded to him.

Roadway

That portion of the highway included between the gutter or side ditch lines, reserved for the accommodation of the traveling public, and its appertaining structures and slopes, and all ditches, channels, waterways, etc., necessary to its correct drainage.

Shop Drawings

All drawings, diagrams, illustrations, brochures, schedules, and other data which are prepared by the Contractor, Subcontractor, manufacturer, supplier or distributor and which illustrate the equipment, material, or some portion of work.

Specifications

All the specifications and modifications thereof appended hereto, pertaining to the method or manner of performing the work or to the quantities or qualities of materials to be furnished.

Subcontractor

Any individual, firm, partnership, or corporation having a direct contract with the contractor for doing work or for furnishing material, worked to a special design according to the Plans or Specifications of this work, but not including those who merely furnish material not so worked.

Substantial Completion

The date as certified by the Engineer when the construction of the Project or a specified part thereof is sufficiently completed in accordance with the Contract Documents, so that



the Project or specified part can be utilized for the purposes for which it was intended; or if there be no such certification, the date when final payment is due in accordance with paragraphs herein before.

Surety

The corporate body which is bound with and for the Contractor who is primarily liable, and which engages to be responsible for his payment of all debts pertaining to and for his acceptable performance of the work which he has contracted.

Township

The Township of Lebanon, a Municipal Corporation of the State of New Jersey with principal officials at 530 W. Hill Road, Glen Gardner, New Jersey, being the party of the first part, or any officer or agent duly authorized to act on its behalf.

Work

Any and all obligations, duties and responsibilities necessary to the successful completion of the project under the Contract Documents, including the furnishing of all labor, materials, equipment and other incidentals.

Working Day

A calendar day, exclusive of Saturdays, Sundays, legal holidays, on which, in the sole opinion of the Engineer, weather and working conditions permit the Contractor to make effective use, during normal working hours, of not less than one-half of his normal current daily man-hours.

RECEIPT OF BID: Bids will be opened at the time and place specified in the "Notice to Bidders". The Township suggests that all bids be delivered by hand to the Municipal Clerk at the Municipal Building and takes no responsibility for the receipt of bids through the U.S. Postal Service or other courier services. No bids will be accepted after the time designated for the opening of bids.

BID FORM: Bids must be submitted on the "Bid Proposal" form which is included in the bid package. All blank spaces must be filled in. All proposals shall be typewritten or penned on the forms. Unit prices and totals must be inserted in the space provided. Insert N/A in the blanks if "not applicable". Proposals showing any erasure, alteration or interlineations must be initialed by the bidder in ink. Failure to comply may be cause for rejection of the bid. Where discrepancies occur between the unit figure and the extension, the unit price will prevail.

The bid form is included in the contract documents; additional copies may be obtained from the Purchasing Manager.

Bid forms must be completed in ink or typed. The bid price of each item on the form must be stated in words and numerals; in case of a conflict, words will take precedence.

Bids by corporations must be executed in the corporate name by the president or a vice-president **(or other corporate officer accompanied by evidence of authority to sign)** and the corporate seal shall be affixed and attested by a secretary or an assistant secretary. The corporate address and state of incorporation shall be shown below the signature.



Bids by partnerships must be executed in the partnership name and signed by a partner; his/her title must appear under his/her signature, and the official address of the partnership must be shown below the signature.

All names must be typed or printed below the signature.

The bid shall contain an acknowledgement of receipt of all addenda (the numbers of which shall be filled in on the bid form).

If a unit price or a lump sum already entered by the Bidder on the bid form is to be altered, it shall be crossed out with ink and the new unit price or lump sum bid entered above or below it, and initialed by the bidder in ink.

The bids received will be compared based on the summation of the lump sum amounts bid, and the products of the quantities of items listed at the unit prices bid. In case of a discrepancy between the total shown in the bid and that obtained by adding the products of the quantities of items at the unit prices, the unit prices as written out in words in the proposal shall govern any errors found in said products, and in the addition, will be corrected.

SIGNATURE ON BID FORM: The bid proposal must be signed by the individual bidder and his signature witnessed by another person. If the bidder is a partnership, all partners must sign, and their signatures witnessed by another person. If the bidder is a corporation, the bid must be signed in the name of the corporation by a chief executive officer and witnessed by a recording officer.

BONDS OR SECURITY REQUIRED:

BID SECURITY: Refer to the Checklist of Required Documents to see if bid security is required for the attached proposal. The amount and type of bid security is stated in the advertisement and Notice to Bidders. The required security must be in the form of a certified check, cashier's check, or surety bid bond of the Bidders, payable to the Township. The amount of the bid security shall be 10% of the total bid, but not more than \$20,000. If the bid security is in the form of a surety bid bond, said surety shall be licensed to conduct business in the State of New Jersey and named in the current list of "Surety Companies Acceptable on Federal Bonds", as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Department. The Bid Security of the successful bidder will be retained until he/she has executed the Agreement and has furnished the required contract security within 10 days of the Notice of Award. The Township may annul the Notice of Award, and the bid security of that bidder will be forfeited.

Bid Security will be returned to all except the three apparent highest bidders within ten (10) working days after the opening of bids, and to the three highest bidders within three working days after the accepted bidder has executed the contract. If no contract has been executed within sixty (60) days after the opening of bids, the Bid Security will be returned upon the demand of any bidder, provided that the bidder has not been notified of the acceptance of their bid.

PERFORMANCE BONDS: When required as part of the contract documents, the awarded vendor shall within ten (10) days after the award of the contract, obtain, pay for and deliver to the



Township of Lebanon, a performance bond for one hundred percent (100%) of the total contract sum satisfactory to the Township and executed by a surety company licensed to do business in the State of New Jersey. Such a bond shall bear the same date as, or dates subsequent to the date of the contract. The said bond shall assure fulfillment of the contract in all respects and shall provide for payment in the event of the contractor's failure to perform all its obligations according to the contract and make full reimbursement to the Township of Lebanon for all expenses incurred in making good any default. This bond shall also contain a waiver of notice being required for alternations, additions, deductions, extensions of time or other modifications of the contract as ordered.

MAINTENANCE BONDS: Unless otherwise specified, before final payment is made as herein provided, the Contractor shall furnish a Surety Corporation Bond to the Owner in a sum equal to:

1. Fifty percent (50%) of the final adjusted Contract amount if such amount be \$25,000 or less;
 2. Thirty percent (30%) of the final adjusted Contract amount if such amount be greater than \$25,000 but less than \$75,000; and
 3. Ten percent (10%) of the final adjusted Contract amount If such amount be \$75,000 or more
- The Bond and Surety Corporation shall be satisfactory to the Owner and the Bond shall remain in full force and effect for a period of one (1) year from the date of final payment for the work by the Owner and shall provide that the Contractor and the Surety guarantees to replace for the said period of one year from the date of final payment for the work, all work performed and/or all materials furnished that was not performed or were not furnished according to the terms and performance requirements of the Contract Documents, and will make good any defects thereof which become apparent before the expiration of one (1) year.

CONSENT OF SURETY: The consent of surety form shall be returned with the bid proposal if the contract documents require a performance bond. Consent of surety which reserves any right for surety, after the award of the contract to the bidder, to decline to issue the performance bond will not be accepted. Bids accompanied by such consent of surety will be rejected.

ADDENDA: Any addendum issued from time to time to provide additional information to the bidders shall become an integral part of this bid package. Receipt of addendum shall be acknowledged by the bidders in the space provided on the bid proposal form.

QUESTIONS REGARDING PLANS & SPECIFICATIONS: Should any bidder be in doubt as to the intent of the plans and/or specifications, the bidder should immediately notify the Purchasing Agent in writing, who will then send a written addendum to all bidders recorded as receiving bidding documents covering the point in question. Bidders may not rely on oral responses to inquiries. To comply with statutory notice requirements, all questions must be received by the Purchasing Agent no later than eight (8) days prior to the bid opening date. Questions received less than eight days prior to the date for opening of bids will not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Before submitting bids, the bidder shall apply in writing to the Purchasing Agent for clarification or interpretation of any conflicting information between two or more statements in the plans and specifications. If such clarification is not requested before bidding, the bidder shall be responsible



for doing such work and furnishing such materials as is necessary to comply with whichever interpretation of the plans and specifications the Township may, during construction, judge to be proper.

QUALIFICATIONS OF BIDDERS

To demonstrate his/her qualifications for the project, each Bidder must be prepared to submit within five (5) days of the Township's request, additional written evidence such as financial data, previous experience, equipment maintenance records, and evidence of authority to conduct business in the jurisdiction where the project is located.

EXAMINATION OF CONTRACT DOCUMENTS AND SITE

Before submitting his/her bid, each Bidder should (a) examine the contract documents thoroughly, (b) visit the site to familiarize himself/herself with the local conditions that may in any manner affect performance of the work, (c) familiarize himself/herself with Federal, State and Local Laws, Ordinances, Rules and Regulations affecting performance of the work; and (d) carefully correlate his/her observations with the requirements of the contract documents.

Reference is made to the General Requirements (where applicable) of the specifications for the identification of those surveys and investigation reports of subsurface or latent physical conditions at the site or otherwise affecting performance of the work. The Township will make copies of such surveys and reports available to any Bidder requesting them. Before submitting his/her bid, each Bidder will, at his own expense, make such additional surveys and investigations as he may deem necessary to determine his bid price for performance of the work within the terms of the contract documents.

The submission of a bid will constitute an incontrovertible representation of the Bidder that he/she has complied with every requirement of the examination of contract documents and site paragraphs.

WITHDRAWING BID: The Township reserves the right to reject any or all bids and to waive any minor informality in any bid should it be deemed in the best interest of the Township to do so. Bids may be rejected for any of the following reasons:

1. Failure to complete the Ownership Disclosure Statement
2. Failure to complete the Affidavit of Non-Collusion
3. Failure to properly complete the Bid Proposal form
4. Failure to submit bid security (if required)
5. Failure to complete Affirmative Action Certification
6. Failure to comply with specifications (insertion of additional conditions, provisions, or stipulations)
7. Failure to provide Consent of Surety
8. Failure to provide listing of subcontractors
9. Failure to sign addenda page
10. Failure to provide business registration certificate



PROCEDURES ON AWARD OF CONTRACT:

THE TOWNSHIP RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS, AND WAIVE ANY AND ALL INFORMALITIES, AND THE RIGHT TO DISREGARD ALL NONCONFORMING OR CONDITIONAL BIDS OR COUNTERPROPOSALS.

In evaluating bids, the Township shall consider the qualifications of the Bidders whether or not the bids comply with the prescribed requirements, and alternates and unit prices if requested in the Bid Forms. The Township may consider the qualifications and experience of subcontractors and other persons and organizations, including those who are to furnish the principal items of material or equipment proposed for the portions of the work as to which the identity of subcontractors and other persons and organizations must be submitted as specified in the Supplementary Conditions or Specifications, if any. The Township may conduct such investigations as it deems necessary to establish the responsibility, qualifications, and financial ability of the Bidders, subcontractors and other persons and organizations to do the work in accordance with the contract documents to the Township's satisfaction within the prescribed time. The Township reserves the right to reject the bid of any Bidder who does not pass any such evaluation to the Township's satisfaction.

If a contract is to be awarded, it will be awarded to the lowest responsible bidder whose evaluation by the Township indicates to the Township that the award will be in the best interests of the project. The Township reserves the right to award the bid to more than one vendor when it is deemed to be in the best interest of the Township to do so.

If the contract is to be awarded, the Township will give the apparent successful Bidder a Notice of Award within 60 days after the day of the bid opening. The exception to this schedule would be in accordance with N.J.S.A 40A:11-24 which provides that "any bidders who consent thereto may, at the request of the contracting unit, have their bids held for consideration for such longer period as may be agreed." All prospective bidders are advised of this schedule since all proposals must be firm when bid and must remain so for 60 days or such longer period as the Township and the bidders may agree.

Simultaneously, with delivery of the executed counterparts of the Agreement to the Township, contractor shall deliver to the Township the required contract security.

NOTIFICATION OF AWARD: Upon passage of a Township Committee Resolution awarding the contract, the Municipal Clerk will forward three (3) sets of contract documents to the successful bidder for execution and delivery. Within ten (10) days of the date of the award of the contract, the successful bidder shall return all (3) sets of the contract documents to the Municipal Clerk with a proper performance bond and requisite insurance certificates attached if required - refer to Checklist of Required Documents. On receipt of the contract documents duly executed by the bidder, the contract documents will be submitted to the Township Attorney for review and approval.

If approved as to form and execution, the contract documents will then be submitted to the Mayor and Municipal Clerk for execution on behalf of the Township. A fully executed copy will then be returned to the successful bidder by the Municipal Clerk. No Resolution of Award will become



binding on the Township at any time before the contract documents have been executed by the Mayor and Municipal Clerk.

Should any successful bidder, upon being notified, fail to execute a contract with ten (10) days of such notification with the Township of Lebanon, the Township will be free to award the contract to another bidder, and the Township shall have the right to proceed against the guaranty accompanying the bid.

EQUAL OR TIE BIDS: The Township of Lebanon reserves the right to award, in its discretion, to any of the tie bidders which serves the best interest of the Township with reference to the information submitted with the proposals.

ASSIGNING THE CONTRACT: The contract shall not be sublet, assigned, pledged, hypothecated or sold, in whole or in part, without the written permission of the Township.

SUBMISSION OF BIDS: Bids shall be submitted at the time and place indicated in the advertisement and Notice to Bidders and shall be included in a sealed envelope, marked with the project title and name and address of the bidder and accompanied by the Bid Security and other required documents.

MODIFICATION AND WITHDRAWAL OF BIDS: Bids may be modified or withdrawn by appropriate document duly executed (in the manner that a bid must be executed) and delivered to the place where bids are to be submitted at any time prior to the opening of bids.

OPENING OF BIDS: Bids will be opened as indicated in the advertisement and Notice to Bidders.

BIDS TO REMAIN OPEN: All bids shall remain open until such time as the Township has entered into a contract with the successful low bidder, or a period not to exceed sixty (60) days after the day of the bid opening. The Township, in its sole discretion, may release any bid and return the Bid Security prior to that date.

Bid Security in the form of certified or cashier's checks will be returned to all, except the three apparent highest bidders within ten working days after the opening of bids, and to the three highest bidders, within three working days after the accepted bidder has executed the contract. If no contract has been executed within sixty (60) days after the opening of bids, the amount of his/her proposal guarantee will be returned upon the demand of any bidder, provided that he/she has not been notified of the acceptance of his/her bid.

PAYMENT ON CONTRACT: The contract price shall be payable either in one lump sum or as indicated in the Bid Specifications following satisfactory completion of the contract and presentation of a properly executed purchase voucher and the acceptance of the approving authority that the work has been completed to standards. Effective September 1, 2006, payment to contractors on construction-related contracts is subject to the Prompt Payment Law, NJSA 2A:30A-1 et seq..



The Contractor must certify, with a return receipt, the date they submitted a purchase voucher to the Township Finance Department. If the voucher is hand delivered by the Contractor, it must be left at the Finance Department only and the Contractor must receive a written sign-off from the Township employee accepting same.

Since these bills require Committee approval to authorize payment, the timeline is delayed so that the bills may be reviewed at a public meeting within the twenty (20) calendar days after the purchase voucher submission.

If the purchase voucher or invoice is *approved* at the meeting, the bill must be paid within the payment cycle following the meeting. If a local unit fails to make timely payments, and does not notify the contractor in writing of the amount withheld and the reason, it will be subject to the provisions of NJSA 2A:30A-1 et seq.

If the work is *not approved and certified*, the contractor must be promptly given a written statement of the amount withheld and the reason. Failure of the Township to make a timely payment or provide a written reason for withholding payment will subject it to the provisions of NJSA 2A:30A-1 et seq.

If a dispute arises between the parties regarding bill payment, said dispute shall be submitted to some form of alternate dispute resolution.

PAYMENT SCHEDULE:

All Public Meetings in 2026 as advertised

DISCLOSURE OF OWNERSHIP STATEMENT: The bidder warrants and represents that he has furnished a true statement of all the information required for the completion of the Disclosure of Ownership Statement.

AFFIDAVIT OF NON-COLLUSION: This affidavit must be submitted with the bid proposal form and it must be notarized.

AMERICAN GOODS: During the performance of this contract, the contractor agrees to comply with the provisions of N.J.S.A. 40:11-18.

THE CONTRACT: The following shall be deemed to be part of the Contract:

- * Notice to Bidders
- * Information for Bidders provided in this packet
- * Museum Roof Specifications
- * Museum Roof Detail Plans
- * Museum Roof Detail Plans Elevation
- * Bidder's Proposal, including all accompanying documents required in this packet
- * All Addenda issued by the Township prior to the receipt of bids

All of the above, taken as a whole, shall constitute the Contract Documents. Any work exhibited in the one and not the other shall be executed just as if it had been set forth in both, in order that



the work shall be completed in every respect according to the complete design as decided and determined by the Township.

INSURANCE: The Contractor will not be allowed to begin work under this contract until he has all insurance required under the contract documents and the insurance has been approved by the Township. The insurance required shall be maintained in full force and effect until all work to be performed under the terms of the contract is satisfactorily completed and accepted by the Township. The Contractor shall furnish the Township with satisfactory proof of carriage of the insurance required by submitting the original insurance policies and endorsement or properly executed conformed copies. Each insurance policy and endorsement shall contain undertaking by the insurance carrier not to cancel the policy except upon thirty (30) days notice to the Township. The policies and endorsements shall be specifically referred to the Township as an insured party of this contract and shall state that the insurance as provided conforms to the requirements of these contract documents. All insurance required by this contract shall be placed with responsible insurance companies authorized to do business in the State of New Jersey which are satisfactory to the Township.

"INFORMATION FOR BIDDERS" AS PART OF THE CONTRACT: The terms and provisions set forth under the heading "INFORMATION FOR BIDDERS" are hereby made a part of the terms and conditions of the proposed contract.

ERRORS IN PRICE CALCULATION: Any discrepancy between a numerical price and a price written in words shall be resolved in favor of the price as written in words.

EXTRA CHARGES: All services quoted are exclusive of New Jersey State Sales Tax and are on the basis of completion.

PERIOD OF CONTRACT: The contract shall cover the period specified on the bid sheet. Start dates listed are approximate. Contracts shall begin with the formal date of award.

AVAILABILITY OF FUNDS: The Township's obligation hereunder is contingent upon the availability of appropriated funds from which payments for contract purposes can be made. No legal liability on the part of the Township for payment of any money shall arise unless and until funds are made available each year.

TRANSITIONAL PERIOD: In the event the services are terminated either by the contract expiration or by termination by the Township of Lebanon, it shall be incumbent upon the contractor to continue the service until new services can be completely operational. At no time shall this service extend more than 90 days beyond the expiration date of the existing contract. Vendors will be reimbursed for this service at the prior contract rate.

PROCEDURAL REQUIREMENTS AND AMENDMENTS: Should the contractor find at any time that existing conditions make modification in requirements desirable, he shall promptly report such matters for consideration and decision.



There may be a meeting with the successful contractor and the prior to the start of the contract. At this time the contractor will be required to submit a plan of operation to the using agency.

By submitting a proposal, the bidder covenants and agrees that he has satisfied himself from his own investigation of the conditions to be met, that he does not make any claim for, or have right to cancellation or relief because of any misunderstanding or lack of information.

CONTRACTOR'S REQUIREMENTS FOR REGISTRATION: As stipulated by P.L.1999, c.238, no contractor/subcontractor will be permitted to bid on or engage in any contract for public work, as defined in section 2 of P.L. 1963, c.150 (C.34:11-56.26), unless the contractor/subcontractor is registered with the New Jersey Department of Labor.

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS: The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

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

N.J.S.A. 52:32-44/P.L. 2009 c.315 requires that each bidder (contractor) submit proof of business registration prior to award of contract. Proof of registration shall be a copy of the bidder's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

1. The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
2. Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
3. During the term of this contract, the contractor and its affiliates 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 54:32B-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 business registration as required pursuant to section 1 of P.L. 2001,c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977,c.110(C.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 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with contracting agency.

PREVAILING WAGE ACT (WHEN APPLICABLE): Pursuant to NJSA 34:11-56.25 et seq. successful bidders on projects for public works shall adhere to all requirements of the New Jersey



Prevailing Wage Act. The contractor shall be required to submit a certified payroll record. Such certified payroll record must be submitted within ten (10) days of the payment of wages. The contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned time period. The contractor shall submit said certified payrolls in the form set forth in NJAC 12:60-6.1(c). It will be the contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the Office of Administrative Law, CN 049, Trenton, New Jersey 08625 or the New Jersey Department of Labor, Division of Workplace Standards.

NEW JERSEY EQUAL PAY ACT: On April 24, 2018, Governor Phil Murphy signed into law New Jersey's Diane B. Allen Equal Pay Act (P.L. 2018, c. 9). The law provides in pertinent part that as of July 1, 2022, any employer entering into a contract with the State of New Jersey or an instrumentality of the State for "qualifying services" or "public works" must provide to the Department of Labor and Workforce Development – upon commencement of the contract – wage and demographic data for all employees who are employed in connection with the contract (for public works) and for all employees (for qualifying services). This requirement DOES NOT apply to employers who are contracting with local governments (for example: municipalities and counties). The report must contain the gender, race, ethnicity, job category, compensation, and number of hours worked by each employee.

The extent of the Department of Labor and Workforce Development's responsibilities under the Equal Pay Act is the collection of data regarding compensation, hours worked, job/occupational category, job title, gender, race, and ethnicity for State contractors and making that data available to the Division on Civil Rights (DCR), within the Department of Law and Public Safety, and upon request to certain individuals. Complaints of unlawful discrimination under the Equal Pay Act should be directed to the DCR, as should any questions regarding the filing of such a complaint.

The Department of Labor and Workforce Development has issued two forms, as required by the law, to be completed by employers. The forms should be used to report the employee's wage and demographic data and can be found on the LWD website (<http://www.nj.gov/labor/equalpayact>). **A completed copy of the forms is not required at time of bid; however, it will be required of the bidder who receives the notice to proceed from the Township. Completed forms should be emailed to: equalpayact@dol.nj.gov**



NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

§:
COUNTY OF _____

I, _____ of _____
(Name) (Municipality)

in the County of _____ in the State of _____

being of full age, and being duly sworn according to law on my oath depose and say that:

I am _____
(Title of Position)

of the firm of _____
(Name of Firm)

The Bidder making the proposal for the above named project, attests that they execute 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 burden of proof relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for said project.

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 agencies maintained by _____
(Name of Contractor)

Signature Subscribed and sworn to before me

This _____ day of _____, 2026

Signature of Authorized Representative

(Seal) Notary Public of New Jersey

Name and Title



STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This Statement Shall Be Included with All Bid and Proposal Submissions

Name of Business: _____

Address of Business: _____

Name of person completing this form: _____

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

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.



**Failure of the bidder/proposer to submit the required information is cause for
automatic rejection of the bid or proposal**

Part I

Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership
☐ Limited Liability Company
☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
☐ Other (be specific): _____

Part II

☐ I certify that the list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be.

OR

☐ I certify that no one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below.

(Please attach additional sheets if more space is needed):

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____

Name: _____

Name: _____

Address: _____

Address: _____



Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

“To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.”

- ☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

- ☐ Submit here the links to the Websites (URLs) containing the last annual filings with the Federal Securities and Exchange Commission or the foreign equivalent.

AND

- ☐ Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

Subscribed and sworn to:

Before me this _____ day
of _____ 2026.

Notary

(Seal) Signature of Notary

My Commission Expires: _____

(Corporate Seal if a Corporation)



AFFIRMATIVE ACTION CERTIFICATION

If awarded a contract, all procurement and service contractors will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L.1975,C.127) N.J.A.C. 17:27. Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, the contractor should present one of the following to the Purchasing Agent:

1. A photocopy of a valid letter from the U.S. Department of Labor that the contractor has an existing federally-approved or sanctioned Affirmative Action Plan (good for one year from the date of letter).
OR
2. A photocopy of their approved Certificate of Employee Information Report.
OR
3. Affirmative Action Employee Information Report (Form AA302)
OR
4. All successful construction contractors must submit within three days of the signing of the contract an Initial Project Manning Report (AA201) for any contract award that meets or exceeds the Public Agency bidding threshold (available upon request).

NO FIRM MAY BE ISSUED A CONTRACT UNLESS IT COMPLIES WITH THE AFFIRMATIVE ACTION REGULATIONS OF N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127) N.J.A.C. 17:27.

The following questions must be answered by all bidders:

1. Do you have a federally-approved or sanctioned Affirmative Action Program?

YES _____ NO _____

If yes, please submit a copy of such approval.

2. Do you have a State Certificate of Employee Information Report Approval?

YES _____ NO _____

If yes, please submit a copy of such certificate.

The undersigned contractor certifies that he is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq (P.L.1975,c.127) and agrees to furnish the required documentation pursuant to the law.

COMPANY: _____

SIGNATURE: _____

TITLE: _____

Note: a contractor's bid must be rejected as non-responsive if a contractor fails to comply with Requirements of N.J.S.A. 10:5-31 et seq, within the time frame.



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 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES 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, up-grading, 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 regulation's 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://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 N.J.A.C. 17:27-1.1 et seq.

Signature

Date

Name and Title of Signer (Please Print or Type)

IMPORTANT: This form must be completed by Bidder.



AMERICANS WITH DISABILITIES ACT

Equal Opportunity for Individuals with Disabilities

The Contractor and the Township of Lebanon do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Township pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the Contractor shall defend the Township in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect and save harmless the Township, its agents, servants and employees from and against any and all suits, claims, losses, demands or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The Contractor shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the Township grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the Contractor shall satisfy and discharge the same at its own expense.

The Township shall, as soon as practicable after a claim has been made against it, give written notice thereof to the Contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Township or its representatives.

It is expressly agreed and understood that any approval by the Township of the services provided by the Contractor pursuant to this contract will not relieve the Contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the Township pursuant to this paragraph.

It is further agreed and understood that the Township assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this agreement. Furthermore, the Contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the Contractor's obligations assumed in this agreement, nor shall they be construed to relieve the Contractor from any liability, nor preclude the Township from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

Signature

Date

Name and Title of Signer (Please Print or Type)

IMPORTANT: This form must be completed by Bidder.



ACKNOWLEDGMENT OF REVISIONS OR ADDENDA

CONTRACT #2026-02

**SLATE ROOF REPLACEMENT AT THE NEW HAMPTON SCHOOLHOUSE FOR
THE TOWNSHIP OF LEBANON MUSEUM PROJECT**

Pursuant to N.J.S.A. 40A:11-23.1a, the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges the submitted bid takes into account the provisions of the notice, revision, or addendum. Note that the local unit's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid.

I _____, acknowledge receipt of the following addenda and or revisions. They are as follows:

Local Unit Reference Number or Title of Addendum/Revision	How Received (mail, fax, pick-up, etc.)	Date Received

Acknowledgement by bidder:

Name of Bidder: _____

By Authorized Representative: _____

Signature: _____

Print Name and Title: _____

Date: _____



RESOLUTION OF AUTHORIZATION IF BIDDER IS A CORPORATION
(if applicable)

BE IT RESOLVED that _____ be authorized to sign and submit the bid or proposal of this corporation for this project, and to include in such bid or proposal the certificate as to non-collusion as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury. If awarded the contract(s), said individual is also authorized to sign and execute the Contract Agreement as the act and deed of such corporation.

The foregoing is a true and correct copy of the resolution adopted by _____ at a meeting of its Board of Directors held on _____ day of _____, 2026.

SEAL OF CORPORATION

Secretary

MAILING ADDRESS: _____

The terms used in this bid, which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents, have the meanings assigned to them in the General Conditions.

SUBMITTED on _____, 2026.



DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

STANDARD BID DOCUMENT REFERENCE						
Name of Form	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN					
Statutory Reference	N.J.S.A. 52:32-55 et seq. N.J.S.A. 40A:11-2.1 N.J.S.A. 18A:18A-49.4					
Applicability		Y/N		Mandatory	Optional	N/A
	LPCL	Y	Goods and Services	X		
	PSCL	Y	Construction			X
Instructions Reference						
Description	P.L. 2012, c.25 prohibits the awarding of State and local public contracts for goods and services with persons or entities engaging in certain investment activities in energy or finance sectors of Iran. Prior to contract award, vendors and contractors must certify that neither they nor any parent entity, subsidiary, or affiliate is listed on the New Jersey Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List").					



Disclosure of Investment Activities in Iran

Person or Entity

Part 1: Certification

COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.



I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR



I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below sign and complete the Certification below.



Part 2: Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

Part 3: Certification of True and Complete Information

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

*I acknowledge that the **Name of Contracting Unit** is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Reference to Contracting Unit** to notify the **Reference to Contracting Unit** in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **Name of Contracting Unit** and that the **Reference to Contracting Unit** at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)		Title	
Signature		Date	





CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendorⁱ”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

- ☐ That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR*
- ☐ That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR*
- ☐ That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

Signature of Vendor’s Authorized Representative

Date

Print Name and Title of Vendor’s Authorized Representative

Vendor’s FEIN

Vendor’s Name

Vendor’s Phone Number

Vendor’s Address (Street Address)

Vendor’s Fax Number

Vendor’s Address (City/State/Zip Code)

Vendor’s Email Address

ⁱ Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).



DEBARRED, SUSPENDED and DISQUALIFIED BIDDER AFFIDAVIT

STATE OF NEW JERSEY

§:
COUNTY OF _____

I, _____ of the _____
(Name) (Municipality)

in the County of _____ in the State of _____

being of full age, and being duly sworn according to law on my oath depose and say that:

I am _____
(Title of Position)

of the firm of _____
(Name of Firm)

the bidder making the proposal for the above named work, and that I executed the said proposal with full authority to do so; that said bidder at the time of making this bid, {as applicable, insert "is" or "is not"} included on the State of New Jersey, State Treasurer's List of Debarred, Suspended and Disqualified Bidders; and that all statements contained in said proposal and in this affidavit are true and correct, and made with the full knowledge that **LEBANON TOWNSHIP** as Local Unit relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for said work. The undersigned further warrants that should the name of the firm making this bid appear on the State Treasurer's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life of the contract, including the Guarantee Period, that the Local Unit shall be immediately so notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the bid as a contractor is subject to debarment, suspension and/or disqualification in contracting with the State of New Jersey and the Department of Environmental Protection if the contractor, pursuant to N.J.A.C. 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulation.

Signature

Name and Title of Affiant

Address of Contractor

Subscribed and sworn to

Notary

Before me this _____ day

Signature of Notary

of _____ 2026.

My Commission Expires: _____



If BIDDER is:

An Individual

By: _____
(Individual's Name)

Signature of Officer or Individual: _____

Doing business as: _____

Business Address: _____

Phone Number: _____

A Partnership

By: _____
(SEAL) (Firm Name)

(General Partner)

Business Address: _____

Phone Number: _____

A Corporation

By: _____
(SEAL) (Corporation Name)

(State of Incorporation)

By: _____
(Name of Person Authorized to Sign)

(Title)

Attest _____
(Secretary)

Business Address: _____

Phone Number: _____

A Joint Venture

By: _____
(Name)

(Address)

By: _____
(Name)

(Address)

(Each joint venturer must sign. The manner of signing for each individual, partnership, and corporation that is party to the joint venture should be in the manner indicated above).



NO DEVIATIONS AND/OR EXCEPTIONS

Any and all deviations or exceptions from the specifications may be rejected; delivery shall be in conformance to the specified requirements contained herein.

The Township reserves the right to reject any and all bids for the above-listed contract in whole and/or in part which do not comply with the specification and/or the statutory requirements. The Township reserves the right to waive informalities as the Township may deem to be in its best interest.

Signed: _____

By: _____
(Signature of Bidder (Officer or Individual))

Firm: _____

Address: _____

Date: _____



BIDDERS PROPOSAL

BID FORM: SLATE ROOF REPLACEMENT AT THE NEW HAMPTON
SCHOOLHOUSE FOR THE TOWNSHIP OF LEBANON MUSEUM
PROJECT
(General Contract)

TO: TOWNSHIP OF LEBANON
(Township)

BID NUMBER: 2026-02

The Undersigned, as Bidder, declares that the only person or parties interested in this proposal as principal or principals is or are named herein, that this proposal is made without connection with any person or persons making a proposal for the same purpose; that no officer, employee or agent of the Township is directly, or indirectly interested in this proposal, or in the supplies or work to which it relates or in any portion of the profits thereof;

That this proposal is in all respects fair and without collusion or fraud;

That he/she or his/her representative has carefully examined the site of the work, the Information for Bidders, the General Conditions, the Form of Contract and the Specifications.

And that he/she proposes and agrees that if this proposal is accepted he/she will contract with the Township, in the form of the contract annexed hereto, to provide all machinery, tools and labor equipment and so all the work specified and in accordance with the requirements of the Township, and that he/she will take in full payment for each item thereof the following prices to wit:

THIS BID IS SUBMITTED TO:

Township of Lebanon
530 W. Hill Road
Glen Gardner, NJ 08826
Attn: Carolynn Budd, RMC, QPA, Township Clerk

1. The undersigned BIDDER proposes and agrees, if this bid is accepted, to enter into an agreement with the TOWNSHIP in the form included in the contract documents to perform and furnish all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in this bid and in accordance with the other terms and conditions of the contract documents.
2. BIDDER accepts all of the terms and conditions of the advertisement or Invitation to Bid and Instructions to Bidders, including, without limitation, those dealing with the disposition of Bid Security. This bid will remain subject to acceptance for sixty days after the day of bid opening. BIDDER will sign and submit the agreement with the bonds and other documents required by the bidding requirements within ten days after the date of Township's Notice of Award.



3. In submitting this bid, BIDDER represents, as more fully set forth in the agreement, that:
- a. BIDDER has examined copies of all the bidding documents and of the following addenda (receipt of all which is hereby acknowledged):

Date	Number

- b. BIDDER has familiarized itself with the nature and extent of the contract documents, work, site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the work.
- c. BIDDER has carefully studied all reports and drawings of subsurface conditions and drawings of physical conditions, which are identified in the contract documents, and accepts the determination, set forth in said paragraph of the extent of the technical data contained in such reports and drawings upon which BIDDER is entitled to rely.
- d. BIDDER has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests and studies (in addition to or to supplement those referred to in {c} above) which pertain to the subsurface or physical conditions at the site or otherwise may affect the cost, progress, performance or furnishing of the work at the contract price, within the contract time and in accordance with the other terms and conditions of the contract documents, and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by BIDDER for such purposes.
- e. BIDDER has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the contract documents.
- f. BIDDER has given the TOWNSHIP written notice of all conflicts, errors or discrepancies that it has discovered in the contract documents and the written resolution thereof by the TOWNSHIP is acceptable to BIDDER.
- g. This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantages over any other Bidder or over the TOWNSHIP.
- h. BIDDER has evaluated the requirements of the following items and included all costs and other factors related to same in their bid:

ITEM

- [1] Township's protective insurance policy
- [2] Township's named as co-insured parties on contractor's liability insurance policies

- i. If awarded the contract, the undersigned BIDDER agrees to fully comply with the requirements of P.L. 1975, c.127, as amended and supplemented.



- j. If awarded the contract, the undersigned BIDDER agrees to comply with “The Prevailing Wage Act”, P.L. 1963, c.150, as amended and supplemented.
- 4. The following mandatory requirements have been completed and are included in the bid package:
 - a. Stockholder or Partnership Disclosure
 - b. Acknowledgement of Addenda and/or Revisions
 - c. A bid guarantee as required by N.J.S.A. 40A:11-21
 - d. A certificate from a surety company, pursuant to N.J.S.A. 40A:11-22
 - e. A listing of subcontractors as required by N.J.S.A. 40A:11-16
- 5. The following additional documents have been completed and are included in the bid package:
 - a. Non-Collusion Affidavit
 - b. Stockholder or Partnership Disclosure
 - c. Bidder’s Qualification
 - d. Affirmative Action Form
 - e. Americans with Disabilities
 - f. Resolution of Authorization if Bidder is a Corporation
 - g. Signed Checklist of Required Documents
 - h. Bid Proposal Form
 - i. Business Registration Certificate
 - m. Disclosure of Investment Activities in Iran
 - n. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, c.3



INVITATION TO BID
BID FORM

CONTRACT #2026-02
**SLATE ROOF REPLACEMENT AT THE NEW HAMPTON SCHOOLHOUSE FOR
THE TOWNSHIP OF LEBANON MUSEUM PROJECT**

The Bidder will complete the work in accordance with the contract documents for the following prices:

Technical Specification Section & Description	Amount in Words	Amount in Dollars
Section 06050 – Wood Treatment		
Section 06150 – Rough Carpentry and Timber Framing		
Section 06200 – Finish Carpentry		
Section 07350 – Slate Roofing		
Section 07550 – Copper Roofing		
Section 07600 – Flashing and Sheet Metal		
Section 09900 – Painting and Coatings		

Subtotal bid amount for all items above in words:

In dollars: \$ _____

Bidder/Vendor: _____

Full Name (Print): _____ Title: _____

Phone #: _____ E-Mail: _____

Signature: _____ Date: _____



SUBCONTRACTOR LIST (if applicable)

Prime subcontractors shall be all subcontractors to whom the bidder will subcontract the furnishing of plumbing and gas fitting and all kindred work; steam power plants, steam and hot water heating and ventilating apparatus and all kindred work; electrical work; and structural steel and ornamental iron work. If needed in the performance of this bid, the following prime subcontractors will be employed to perform the following work.

1. Name & Phone #: _____
Address: _____
Work: _____
2. Name & Phone #: _____
Address: _____
Work: _____
3. Name & Phone #: _____
Address: _____
Work: _____
4. Name & Phone #: _____
Address: _____
Work: _____

EXPERIENCE STATEMENT SHALL BE ATTACHED FOR EACH OF THE ABOVE SUBCONTRACTORS.

All prime subcontractors must be listed above. Prior to award of contract, the successful contractor must provide to the Township the names of all subcontractors including non-prime subcontractors along with copies of their business registration certificate and public works contractor registration license. Payment will not be made for unauthorized subcontractors.

Signature

Date



ATTACHMENTS

SPECIFICATIONS

and

PLANS



S P E C I F I C A T I O N S

for
Slate Roof Replacement

at the
New Hampton Schoolhouse

for the
Township Lebanon Museum

located at

57 Musconetcong River Road
Hampton, New Jersey 08802

Hunterdon County
New Jersey

Pickell Architecture LLC
115 Main Street
Flemington, New Jersey 08822

Telephone: 908-788-0048

Issued:
May 31, 2026

Table of Contents Section 01000

1. TECHNICAL SPECIFICATIONS

A. Division 1

a) Summary of Work	Section 01000	Page 3
b) Standards for Restoration	Section 01100	Page 4
c) Alternates & Unit Prices	Section 01200	Page 5
d) Submittal Procedures	Section 01300	Page 6
Submittal Data Sheet		Page 7
e) Temporary Facilities	Section 01500	Page 8
f) Environmental Controls	Section 01550	Page 9
g) Product Options and Substitutions	Section 01600	Page 10
Request for Substitution		Pages 11-12
h) Project Closeout	Section 01700	Page 13

B. Divisions 2 through 5

Not Used

C. Division 6

a) Wood Treatments	Section 06050	Page 14
b) Rough Carpentry and Timber Framing	Section 06150	Pages 15-16
c) Finish Carpentry	Section 06200	Page 17

D. Division 7

a) Slate Roofing	Section 07350	Pages 18-20
b) Copper Roofing	Section 07550	Pages 21-24
c) Flashing & Sheet Metal	Section 07600	Page 25

E. Division 8

Not Used

F. Division 9

a) Paints and Coatings	Section 09900	Pages 26-27
------------------------	---------------	-------------

G. Divisions 10 – 16

Not Used

END OF SECTION

Summary of Work Section 01000

1. GENERAL

A. Summary:

- a) Project identification:
New Hampton Schoolhouse, Township of Lebanon Museum
Slate Roof Replacement
57 Musconetcong Road, Hampton, New Jersey 08802
- b) Project summary:
 - Replacement of the slate roof, including built-in gutters.
 - Restoration of the wood cupola, wood rake and eaves.
 - The work shall be completed within **120** days from the notice to proceed.
- c) Work by Owner and Owner installed items: None
- d) Owner purchased, Contractor installed items: None
- e) Permits: Apply for and obtain permits required to perform the work. Submit copies to Owner.
- f) Codes: Comply with New Jersey Uniform Construction Code and other applicable codes and regulations of authorities having jurisdiction. Submit copies of inspection reports, notices and similar communications to Owner.
- g) Dimensions: Verify dimensions indicated on drawings with field dimensions before fabrication or ordering of materials. Do not scale drawings.
- h) Existing conditions: Notify Architect and Owner of existing conditions differing from those indicated on the drawings. Do not remove or alter structural components without prior written approval.
- i) Definitions for terms used in the specifications:
 - Provide: Furnish and install, complete with all necessary accessories, ready for intended use. Pay for all related costs.
 - Approved: Acceptance of item submitted for approval. Not a limitation or release for compliance with the Contract Documents or regulatory requirements. Refer to limitation of "Approved" in General and Supplementary Conditions.
- j) Intent: Drawings and specifications are intended to provide the basis for proper completion of the work suitable for the intended use of the Owner. Anything not expressly set forth but which is reasonable implied or necessary for proper performance of the project shall be included.
- k) Writing style: Specifications are written in the imperative mode. Except where specifically intended otherwise, the subject of all imperative statements is the Contractor. For example, "Provide tile" means "Contractor shall provide tile."

2. MATERIALS Not Applicable to this Section

3. INSTALLATION Not Applicable to this Section

END OF SECTION

Standards for Restoration Section 01100

Secretary of the Interior's Standards for Restoration:

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

END OF SECTION

Alternates

Section 01200

1. GENERAL

A. Summary:

- a) List price for each alternate and unit price in Bid Form. Include cost of modifications to other work to accommodate alternates. Include related costs such as overhead and profit.
- b) Owner will determine which alternates are selected for inclusion in the contract, the alternates will be prioritized and selected in the numerical order shown below.
- c) Alternates and unit prices are described briefly in this section. The Contract Documents define the requirements for alternates.
- d) Coordinate alternates with related work to ensure that work affected by each selected alternate is properly accomplished.

B. MATERIALS

- a) Not Applicable To This Section

C. INSTALLATION

a) Schedule of Alternates

- Base Bid: Work as shown.
- Alternate No. 1: **Not Used**

b) Schedule of Unit Prices

- Unit Price No. 1: **Not Used**

END OF SECTION

Submittal Procedures Section 01300

1. GENERAL

A. Summary:

- a) Transmit each submittal under Transmittal Form. See sample copy at end of this Section.
- b) Provide types of submittals listed in individual sections and number of copies required.
 - Product data – 2 copies.
 - Samples – 2, plus extra samples as required to indicate range of color, finish, and texture to be expected.
 - Inspection and test reports – 2 copies.
 - Warranties – 2 copies.
 - Closeout submittals – 2 copies.
- c) Provide required resubmittals if original submittals are not approved. Provide distribution of approved copies including modifications after submittals have been approved.
- d) Samples and shop drawings shall be prepared specifically for this project. Shop drawings shall include dimensions and details. Including adjacent construction and related work. Note special coordination required. Note any deviations from requirements of the Contract Documents.
- e) Provide warranties as specified; warranties shall not limit length of time for remedy of damages Owner may have by legal statute. Warranties shall be signed by contractor, supplier or installer responsible for performance of warranty.

2. MATERIALS

Not Applicable To This Section

3. INSTALLATION

Not Applicable To This Section

END OF SECTION

See sample Submittal Data Sheet on next page

SUBMITTAL DATA SHEET

Project Name: New Hampton Schoolhouse, Township of Lebanon Museum
Slate Roof Replacement

Location: 57 Musconetcong River Road
Hampton, New Jersey 08802

Submittal No. _____

First Submittal Date _____

Resubmission Date _____

Reference Specification No. _____

Item Submitted _____

Contractor _____

Subcontractor _____

Manufacturer _____

Deviations from Contract Documents: (Describe in Detail)

If there is no deviation from Contract Documents, state "No Deviations"

Temporary Facilities

Section 01500

1. GENERAL

- A. **Summary:** Provide temporary services and utilities as needed, including utility costs:
 - a) Water (potable and non-potable) – available at the Owner’s cost at the site.
 - b) Lighting and power– available at the Owner’s cost at the site.
 - c) Telephone– not available, General Contractor to provide.
 - d) Toilet facilities– not available, General Contractor to provide.
 - e) Materials storage
- B. Provide protection of building contents:
 - a) Provide heavy tarps or other material over the contents of the buildings, below the roofs to be removed. Take particular measures to ensure that demolition debris, roofing, roofing nails etc. are cleaned up from the site.
- C. Provide construction facilities, including utility costs:
 - a) Construction equipment
 - b) Enclosure – as needed
 - c) Lighting
- D. Provide security and protection requirements:
 - a) Fire extinguishers
 - b) Barricades, warning signs, and lights
 - c) Building enclosure and lock-up
 - d) Environmental protection
 - e) Pest control
 - f) Snow and ice removal if applicable
- E. Provide personnel support facilities:
 - a) Contractor’s field office
 - b) Sanitary facilities
 - c) Drinking water
 - d) Cleaning and trash removal

2. MATERIALS

Not Applicable To This Section

3. INSTALLATION

Not Applicable To This Section

END OF SECTION

Environmental Controls Section 01550

1. GENERAL

A. Section Includes:

- a) Dust control
- b) Noise control
- c) Pollution control

2. MATERIALS

A. Not Applicable To This Section

3. INSTALLATION

A. General

- a) Establish and enforce ecological preservation standards which will avoid pollution of atmosphere, vegetation, streams and other waterways.
- b) Notify regulatory agencies, in accordance with their requirements.
- c) Maintain temporary controls until permanent work is established and assumes this function.

B. Dust Control

- a) Minimize raising dust from construction operations.

C. Noise Control

- a) Provide mufflers on combustion engine equipment.
- b) Construction hours shall comply with requirements of regulatory agencies.

D. Pollution Control

- a) Provide methods, means and facilities to prevent contamination of soil, water and atmosphere from discharge of noxious, toxic substances and pollutants produced by construction operations.
- b) Comply with applicable code for off-site disposal of debris. Burning debris on site is not permitted.

END OF SECTION

Product Options and Substitutions Section 01600

1. GENERAL

A. Summary:

- a) Provide products from one manufacturer for each type or kind as applicable. Provide secondary materials as recommended by manufacturers of primary materials.
- b) Provide products selected or approved substitution. Products submitted for substitution shall be submitted with acceptable documentation, and include costs of substitution including related work. **SUBMIT A REQUEST FOR SUBSTITUTION FOR ANY MANUFACTURER NOT SPECIFICALLY NAMED.**
- c) Conditions for substitution include:
 - A “substitutions are permitted” phrase in the specifications.
 - Specified material cannot be coordinated with other work.
 - Specified material is not acceptable to authorities having jurisdiction.
 - Substantial advantage is offered Owner in terms of cost, time, or other valuable consideration.
- d) Substitutions shall be submitted prior to award of contract, unless otherwise acceptable. Approval of shop drawings, product data, or samples is not a substitution approval unless clearly presented as a substitution at the time of submittal.
- e) Substitutions will not be considered under the following conditions:
 - When submitted without request form at end of this section.
 - When indicated or implied on submittals without prior acceptance.
 - When requested directly by Trade Contractor or supplier.
 - When acceptance will require substantial revision to contract documents.

B. SUBMITTAL PROCEDURES

- a) Submit three copies of request for substitution.
- b) Contractor will be notified in writing, of decision to accept or reject requested substitution within 15 days.
- c) For accepted substitutions, submit shop drawings, product data, and samples under provisions of Section 01300.

2. MATERIALS

- A. Not Applicable To This Section

3. INSTALLATION

- A. Not Applicable To This Section

END OF SECTION

See sample of “Request for Substitution” form on next page.

REQUEST FOR SUBSTITUTION

Notice: Use separate form for each substitution.

1. Date: _____ Request No. _____

2. Project Name _____ A/E's Project No. _____

3. Specification Section No. and Article:

4. Description of specified product or system:

5. Trade name, model number and name of manufacturer of proposed substitution:

6. What effect does substitution have on applicable code requirements?

7. Differences between proposed substitution and specified items (explain on attachment)

8. Manufacturer's warranty on the proposed and specified items are
Same _____
Different (explain on attachment) _____

9. Reason for not giving priority to specified items:

10. Monetary Considerations:

Specified Products \$ _____ Proposed Substitution \$ _____

11. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution?

12. Enclosed data is:

_____ Catalog _____ Drawings _____ Samples _____ Tests _____ Reports _____ Other _____

13. List availability of maintenance services and replacement materials.

14. State effects of substitution on construction schedule and changes required in other work or product.

15. Any license fees or royalties? ____yes ____no

The undersigned states that the function, appearance and quality of the proposed substitution is equivalent or superior to the specified item, and that Contractor representations stated in Section 01630 will be complied with. The undersigned warrants that the statements contained herein are a true, accurate and complete representation of all relevant facts pertaining to this substitution request.

Submitted By:

Signature

For Use by Architect / Engineer

Firm

Accepted _____ Accepted as Noted _____
Not Accepted _____ Received too Late _____

By _____

Address

Date _____

Date _____

Remarks _____

Telephone _____

Project Closeout Section 01700

1. GENERAL

- A. **Summary:** The following are prerequisites to substantial completion. Provide the following:
 - a) Punch list
 - b) Supporting documentation
 - c) Warranties
 - d) Certifications
 - e) Occupancy permit
- B. Provide the following prerequisites to final acceptance:
 - a) Final payment request with supporting affidavits
 - b) Completed punch list
- C. Provide a marked-up set of drawings including changes which occurred during construction.
- D. Provide the following closeout procedures:
 - a) Submission of record documents
 - b) Submission of maintenance manuals
 - c) Training and turnover to Owner's personnel
 - d) Final cleaning and touch-up
 - e) Removal of temporary facilities

4. MATERIALS

- A. Not Applicable To This Section

5. INSTALLATION

- A. Not Applicable To This Section

END OF SECTION

Wood Treatments Section 06050

1. GENERAL

- A. **Summary:** Provide wood restoration treatments as required by job conditions, or as shown on the drawings:
- a) Wood restoration and consolidation.
 - b) Wood replacement, repair and infill.
- B. **Quality Assurance**
- a) Provide products of acceptable manufacturers which have been in satisfactory use in similar service for five years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instructions.

2. MATERIALS

- A. Wood consolidant, to regenerate and waterproof rotted, dried-out or spongy wood. Product shall restore structural strength and durability to wood fibers. Consolidated wood shall be able to be sawn, planed, routed, drilled, nailed, sanded glued and painted like solid wood. Wood consolidant shall achieve the following strengths:
- a) Tensile Strength: 1460 psi.
 - b) Compressive Strength: 5210 psi.
 - c) Flexural Strength: 900 psi.
 - d) Hardness: 42 Shore D.
 - e) Elongation: 84%.
- Product: "LiquidWood" as manufactured by Abatron www.abatron.com, 800-445-1754, consisting of a two part epoxy, containing no VOC's or noxious odors.
- B. Wood replacement compound, a shrink-free, adhesive putty to repair, replace or add to existing damaged or missing wood elements. Product shall bond permanently to wood or consolidated wood, filling cracks, holes, and voids. Replaced wood shall be able to be sawn, planed, routed, drilled, nailed, sanded glued and painted like solid wood. Wood replacement shall achieve the following strengths:
- a) Tensile Strength: 2500 psi.
 - b) Compressive Strength: 2300 psi.
 - c) Hardness: 53 Shore D.
 - d) Elongation: 4%.
- Product: "WoodEpoxy" as manufactured by Abatron www.abatron.com, 800-445-1754., consisting of a two part epoxy, containing no VOC's or noxious odors.

3. INSTALLATION

- A. Wood consolidant: Thoroughly clean wood to be repaired, mix LiquidWood epoxy liquids parts A & B in a 1/1 ratio, pour or paint onto wood surfaces.
- B. Wood replacement compound: Thoroughly clean and consolidate wood surfaces adjacent to the area to be replaced, mix WoodEpoxy epoxy pastes parts A & B in a 1/1 ratio, form the paste into the proper shape and allow to harden for 1 to 2 hours.
- C. Install materials in accordance with manufacturer's instructions and approved submittals. Install materials in proper relation with adjacent construction. Protect work from damage.

END OF SECTION

Rough Carpentry and Timber Framing Section 06150

4. GENERAL

A. Summary: Provide rough carpentry and timber frame work:

- a) Wood framing, in dimensional lumber and heavy timber.
- b) Lath, purlins, nailers, and blocking.

B. Quality Assurance

- a) Comply with governing codes and regulations. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instructions.
- b) Timber Framing – all timber framing shall be performed under the supervision of qualified carpenters, with a minimum of 5 years of experience using traditional timber framing tools, materials and techniques. Timber frame work shall follow generally accepted craft practices and publications, such as "Historic Timber Frame Joinery" by Jack A. Sobon and the "Timber Frame Joinery and Design Workbook", both published by the Timber Framers Guild.

5. MATERIALS

A. Lumber, finished 4 sides, 19 percent maximum moisture content:

- a) Structural framing, studs, posts and rafters: No. 1 grade Douglas Fir or Southern Pine, appearance grade where exposed.
- b) Boards: Construction grade.

B. Wood for lath, purlins, nailers, and blocking: Construction grade, 19 percent maximum moisture content. Pressure preservative treat items in contact with roofing, flashing, waterproofing, masonry, concrete or the ground. Provide blocking for all mounted items.

C. Timber Frame material: green, hand-hewn, boxed heart White Oak.

- a) Replace missing members with sound, rough sawn wood of the same species and dimensions as the original.
- b) Repair damaged or deteriorated existing hand hewn timber frame members with sound, rough sawn wood members of the same species and dimensions as the original.

D. Framing connectors: Simpson, Teco or approved substitution

E. Wood treatment:

- a) Preservative treatment: Pressure treated with waterborne preservatives, to comply with ACQ Preserve Standard ACQ-94 and AWPA Standards C1, C2, C5, and C15. Kiln dry after treatment to 19 percent maximum moisture content for lumber. Treat above ground wood exposed to deterioration by moisture and all wood in contact with the ground or fresh water.
- b) Fire retardant treatment: Pressure impregnated, to comply with AWPA C20 for lumber; provide where indicated and where required by code. Do not use fire retardant treatment containing ammonium phosphates.

6. INSTALLATION

A. Wood framing: Comply with recommendations of NFPA Manual for House Framing, NFPA Recommended Nailing Schedule, and NFPA National Design Specifications for Wood Construction.

B. Provide lath, purlins, nailers, and blocking where required. Set work plumb, level and accurately cut.

- C. Timber frame work:
 - a) Provide traditional mortice and tenon joinery, as specified or as drawn.
 - b) Provide half-lap joints with multiple carriage bolts to connect new wood to original wood.
 - c) Provide epoxy adhesive and filler as required to fill small voids and local deterioration; clean out rot back to sound material, take care to minimize the amount and location of epoxy repairs exposed to view.
- D. Install materials and systems in accordance with the drawings, accepted trade practices and approved submittals. Install materials and systems in proper relation with adjacent construction. Coordinate with other work.
- E. Comply with manufacturer's requirements for cutting, handling, fastening and working treated materials.
- F. Replace damaged components. Protect work from damage.

END OF SECTION

Finish Carpentry Section 06200

1. GENERAL

A. Summary:

- a) Provide finish carpentry for interior and exterior items exposed to view:
 - Running and standing trim at eaves, fascias and rakes.
 - Louvers and frames.
 - Board siding – vertical and horizontal.

B. Quality Assurance

- a) Comply with governing codes and regulations. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instructions.

- C. Quality standard for fabrication and products: Architectural Woodwork Institute Quality Standards, Premium grade unless noted otherwise.

2. MATERIALS

- A. Trim, details and boards for painted finish, vertical and horizontal wood siding boards: Western red cedar, WCLB grade "A", kiln dried. OR, Acetylated Wood – "Accoya" brand treated Pine.
- B. Stiles and Rails for panels: Douglas Fir #1 grade, clear and straight.
- C. Screening: Bright aluminum wire mesh, 0.011 inch diameter, 18x16 mesh.
- D. Fasteners: Stainless steel Type 304 or 316, or hot-dipped galvanized nails (ASTM A 153 Class D).

3. INSTALLATION

- A. Provide work to sizes, shapes and profiles indicated. Install work to comply with quality standards referenced. Back prime work and install plumb, level and straight with tight joints; scribe work to fit.
- B. Install materials and systems in proper relation with adjacent construction. Use non-corrosive fasteners for exterior work. Coordinate with work of other sections.
- C. Comply with manufacturer's requirements for cutting, handling, fastening and working treated materials.
- D. Repair minor damage, clean and protect.

END OF SECTION

Slate Roofing

Section 07350

1. GENERAL

- A. **Summary:** Provide slate roofing.
- B. **Submittals:** Follow section 01300.
 - a) Submit for approval a minimum of two full size slate and nail samples. Certify that the slate which has been delivered matches the samples which are submitted.
- C. **Quality Assurance:**
 - a) Comply with governing codes and regulations. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for ten years.
 - b) **Applicators Qualifications:** The Contractor shall provide qualified workers, trained and experienced in installing slate roofing systems of this configuration, and shall submit documentation of ten years of work of this type. The Contractor shall be familiar with and shall perform work in accordance with NRCA 0405. A list of installations made shall be provided, identifying when, where, and for whom the installations were made.
- D. Materials shall be delivered in manufacturer's unopened and labeled bundles and containers. Slate shall be stored in accordance with manufacturer's printed instructions.
- E. **Pre-Roofing Conference:** Before the roofing work is scheduled to commence, a conference will be called by the Architect at the site for the purpose of reviewing the Drawings and the Specifications and discussing requirements for the Work. The conference shall be attended by the Contractor, and the slate roofing applicator.
- F. **Environmental Requirements**
 - a) Slate roofing work shall proceed when existing and forecasted weather conditions permit work to be performed in accordance with manufacturer's recommendations and warranty requirements.
 - b) Materials shall not be stored on roof decks in such a manner as to overstress and/or damage the deck and supporting structure. Placing of loads at midspans of framing shall be avoided. Superimposed loads shall be well distributed.
 - c) Units of work shall be established, including removal of existing materials, preparation of existing surfaces and application of underlayment and nailers, and related temporary and/or permanent flashing so that the unit of work can be completed prior to the end of each working day.
 - d) Materials shall be provided and maintained on the site at all times for temporary roofing, flashing, and other protection when delays and/or changed weather conditions do not permit completion of each unit of work prior to the end of each working day. Materials which have been used for temporary roofing, flashing and other protection shall be removed and discarded.
- G. **Warranty** The slate roofing subcontractor shall guarantee all workmanship and materials from the date of completion and acceptance of the work, and at his/her own expense, make good all defects which may develop during the warranty period. The period of the warranty shall **be fifteen (15) years** during which time there is to be absolutely no charge to the Owner.

2 MATERIALS

- A. **Slate Quality** Slate shall conform to ASTM C 406. Slate shall be Grade A, (ASTM S1), hard, dense rock, punched or drilled for two nails each. Cracked slate shall not be used. Exposed corners shall be

full. Broken corners on covered ends which sacrifice nailing strength or the laying of a watertight roof will not be allowed.

- B. Standard Thickness Roofing Slate** Slate shall be smooth texture in standard ¼ inch thickness. Slate shall be the 12" by 24", constant width. Verify spacing of existing lath boards.
- C. Slate Colors** Provide Vermont Grey/Black slates, visually as close as possible to the existing slates. Slate shall be unfading and non-weathering in nature. Contact Supplier for sample submittals.
- D. Approved Supplier** The slate shall be provided by a reputable New York or Vermont supplier who has been supplying slate roofing materials to the industry for at least 10 years.
- E. Nails** Nails shall be large-headed slater's solid copper nails of Number 10 or 11 gauge metal. Nails shall be 3d for slates 18 inch or less in length; 4d nails shall be used for slates 20 inch or longer, and 6d nails shall be used for slates on hips and ridges. Thicker slates require longer and heavier gauge nails. The proper size shall be determined by adding 1 inch to twice the thickness of the slate. Nails shall be of sufficient length to adequately penetrate the roof sheathing. Nails used to retain copper flashing and slate at rake edges, hips, ridges, and eaves prone to wind damage shall be of the ring shank design.
- F. Flashing** Flashing shall be 20 ounce, light cold-rolled temper (H00) copper conforming to ASTM B 370. Flashing shall be in accordance with the requirements as specified in Section 07600 Flashing and Sheet Metal.
- G. Elastic Cement** Elastic cement shall be an approved brand of waterproof elastic slater's cement colored to match as nearly as possible the general color of the slate.
- H. Snow Guards** Manufacturer's standard mechanically fastened copper guards, approximately 4 inches by 6 inches, with 10 inch long straps.

3. INSTALLATION

- A.** Equipment (such as padded ridge ladders) and techniques shall be used which prevent damage to roof as a result of foot or material traffic. Contractor shall be responsible for controlling breakage of new slate. The progression of work shall be laid out to prevent other trades from working on or above completed roofing. Personnel who are working on the roof shall have proper shoes which will not further damage slates, and shoe soles shall be made of a material which will aid in preventing falls.
- B.** Roof deck surfaces shall be smooth, clean, firm, dry, and free from loose boards, large cracks, and projecting ends that might damage the roofing. Foreign particles shall be cleaned from interlocking areas to ensure proper seating and to prevent water damming. Prior to installation of slate, vents and other projections through roofs shall be properly flashed and secured in position, and projecting nails shall be driven firmly home.
- C.** Metal flashing in accordance with Section 07600 shall be installed as shown at intersections of vertical or projecting surfaces through the roof or against which the roof abuts, such as walls, parapets, dormers, and sides of chimneys.
- D. Slate Coursing** The slate shall project 2 inches at the eaves and 1 inch at gable ends, and shall be laid in horizontal courses with 3 inch headlap (unless otherwise indicated), and each course shall break joints with the preceding one by at least 3 inches. Slates at the eaves or cornice line shall be

doubled and canted 1/4 inch by a wooden cant strip, using same thickness slate for under-eaves at first exposed course. Under-eave slate shall be approximately 3 inches longer than exposure of first course. There shall be no through joints from the roof surface to the underlayment.

- E. Nailing** Each slate shall be fastened with a minimum of two copper nails of sufficient length to penetrate the roof decking at least 3/4 inch or through the decking thickness, whichever is less. Where the underside of roof decking is exposed to view, such as in overhanging eaves, the nails shall be long enough to penetrate the roof decking but not so long that they may be driven through the decking. The heads of slating nails shall just touch the slate and shall not be driven "home" or draw the slate, but left with the heads just clearing the slate so that the slate hangs on the nail. Nails in slates overlapping sheet metalwork shall not puncture the sheet metal. Exposed nails are permissible only in top courses where unavoidable. Exposed nail heads shall be covered with elastic cement. Hip slates and ridge slates shall be laid in elastic cement spread thickly over unexposed surface of under courses of slate, nailed securely in place and pointed with elastic cement.
- F. Vertical Surfaces** Slate shall be fitted neatly around pipes, ventilators, chimneys and other vertical surfaces.
- G. Ridges** Ridges shall be laid to form comb ridges. The nails of the combing slate shall pass through the joints of the slate below. The combing slate shall be laid with the same exposure as the next course down.
- H. Snow Guards** Install snow guards every other slate, staggered, above each eave.
- I.** Clean debris from roofs, valleys, gutters, downspouts, and drainage systems. Test drainage system for proper operation.

END OF SECTION

Copper Roofing

Section 07550

1. General

- A. **Summary:** Provide all labor and material required for all sheet metal roofing work and related flashings, fasteners and accessory materials.
- B. **Submittals:** Submit for approval samples, product data and warranty.
- C. **Quality Assurance**
 - a) Comply with governing codes and regulations. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instructions.
 - b) Perform work in accordance with the requirements and details of the National Roofing Contractors Association (NRCA) and the Sheet Metal Contractors National Association (SMCNA)
- D. **Warranty:** The roofing subcontractor shall guarantee all workmanship and materials from the date of completion and acceptance of the work, and at his/her own expense, make good all defects which may develop during the warranty period. The period of the warranty shall be fifteen (15) years during which time there is to be absolutely no charge to the Owner.

2. Materials

- A. **Sheet copper:** ASTM specification B370, cold rolled temper, weighing not less than 16 ounces per sq. ft. unless otherwise specified
- B. **Nails and fasteners:** Provide round head hard copper, brass, or bronze rivets, screws and bolts.
 - a) Provide flathead, barbed or wire slating nails for wood, not less than No. 12 Gauge, 1" long.
 - b) Expansion shields shall be lead sleeves.
- C. **Solder:** ASTM specification B-32, composition 50% tin and 50% lead. 60/40 for lead coated copper.
- D. **Flux:** Rosin, muriatic acid neutralized with zinc or approved equal.
- E. **Underlayment:** Resin paper over self adhesive ice & weather shield, by WR Grace or equal.
- F. **Reglets:**
 - a) Open type reglets, formed of copper approximately 3/4" deep with a minimum 1/4" opening.
 - b) Friction type reglets, formed of copper with anchoring flanges having a receiving slot approximately 3/4" deep.
- G. **Sealant:** Approved type of butyl, polysulfide, silicone, or urethane.
- H. **Cleats:** 2" wide by 3" long copper, spaced not over 12" on center unless otherwise specified. Secure one end with two nails and fold back over nail heads. Lock free end of cleat into seam or into folded edge of copper sheet.
- I. **Edge and Drip strips:** Provide where sheet metal extends over edges and where necessary to secure sheet metal work at eaves, gables, rakes, and elsewhere. Form edge strips of 1 1/4" x 1/8" brass strip or 20 ounce copper sheet. Secure to building construction with brass screws spaced not over 12" on

centers. Where fastening is made in masonry or concrete, use lead sleeves to receive screws. Install strips in continuous, butted long lengths to allow metalwork to be hooked over lower edge not less than $\frac{3}{4}$ ".

3. Installation

- A. **Substrate:** Surfaces to which sheet metal is to be applied shall be smooth, sound, clean, dry and free from defects that might affect the application. Inspect roof for any defects in sheathing or other surface to which copper is to be applied, and inform architect of any defects prior to installation of roof. Apply underlayment to surfaces receiving copper roofing, valleys and gutter linings. Lap each ply 2" with the slope. Install underlayment per manufacturer's recommendations.
- B. **Tinning:** Tin edges of plain copper sheets to be soldered for a width of $1\frac{1}{2}$ " both sides with solder. Tinning of lead-coated copper is not required prior to soldering; however, wire brush lead in contact with solder to produce a bright surface.
- C. **Soldering:** Perform soldering slowly with well-heated coppers, thoroughly heat the seam and sweat the solder through its full width. When soldering lead-coated copper, brush a liberal amount of flux into the seam.
- D. **Seams:** Typically seams shall be standing seams, finished not less than 1" high unless otherwise specified. All seams, of any type, shall be made in the direction of waterflow. Other types of seams may be required for specific situations, as follows:
 - a) Flat-lock seams: finish not less than $\frac{3}{4}$ " wide.
 - b) Lap seams (where soldered): finish not less than 1" wide.
 - c) Lap seams(not soldered): overlap 3" unless otherwise noted.
- E. **Dissimilar Metals:** Place sheet lead between copper and iron, or seal with asphaltum paint.
- F. **Flashing:** Flash intersections of roofs with vertical surfaces, openings in roof (and wall) surfaces and projections. Provide base and cap flashing unless otherwise shown or specified. Lap cap flashing over base flashing at least 3".
 - a) **Base Flashing:** Make base flashings using 8'-0" long sheets, formed into units not more than 24'-0"; join with $\frac{3}{4}$ " flat-locked soldered seams. Join units together with a 3" loose-locked seam filled with sealant. Provide loose-locked seams not more than 8'-0" from any corner and in straight runs of greater than 24'-0"
 - b) **Cap Flashing:** Use cap or counter flashing on vertical surfaces in conjunction with base flashing, lap base flashings a minimum of 3". Turn bottom edge $\frac{1}{2}$ " back under itself. Crease center of exposed surface longitudinally to produce a spring action that will hold bottom edge against base flashing. Form cap flashing in 8'-0" or 10'-0" lengths. Lap adjoining sheets 3" or join by a hook seam.
 - c) Provide continuous flashing where the design or construction is such that base and cap flashing is not feasible. Make continuous flashing in two pieces; with flat-lock seams filled with sealant.
- G. **Standing Seam Roofing**
 - a) **Size:** Provide 20 ounce cold-rolled sheets 18" wide by 96" or 120" long with standing seams $15\frac{1}{2}$ " on centers. No straight run of standing seam shall exceed 30'-0" unless expansion cleats or intermediate expansion joints are provided.
 - b) **Surface Preparation:** Install underlayment over roof surfaces as specified above.

- c) **Pan Method:** Fold under lower end of each pan $\frac{3}{4}$ ". Split fold 1" away from corners to form a tab where pan turns up to make a standing seam. Fold upper end of each pan over 2". Hook $\frac{3}{4}$ " fold on lower end of copper pan into the 2" fold on upper end of underlying pan.
- d) **Layout:** Apply sheet metal roofing beginning at eaves with half-length sheets, staggering transverse seams. Space cleats 12" on centers in each standing seam. Double flat lock roofing pans to valley flashing and edge strips at eaves and gable rakes.
- e) **Seam Forming:** Finish standing seams 1" high. Bend up one side edge $1\frac{1}{2}$ " and the other $1\frac{3}{4}$ ". The first fold shall be a single fold $\frac{1}{4}$ " wide and the second fold shall be $\frac{1}{2}$ " wide. The locked portion of the standing seam shall be 5 plies in thickness. Fold lower ends of standing seams at eaves over at an angle of about 45 degree. Terminate standing seams at ridge and hips by turning down in a tapered fold.
- f) **Ridges and Hips:** Ridges and hips shall be provided with standing seams constructed as specified for standing seams of main roof.
- g) **Valleys:** Form valleys of 20 ounce copper not exceeding 10'-0" in length. Lap joints 6" in the direction of flow. Extend valley sheet under roofing sheets not less than 6". At valley line, double fold valley and roofing sheets and fasten with cleats spaced 12" on centers.

H. Built-in Gutters

- a) **Surface Preparation:** Install underlayment before installation of built-in gutters.
- b) **Size:** Form gutter linings with 24 ounce copper sheets conforming to profile of gutters, using 96" or 120" long sheets. Provide longitudinal joints at corners and ends. Join ends of sheets by $1\frac{1}{2}$ " lapped, riveted and soldered cross seams. Space copper rivets, $\frac{3}{16}$ " diameter, at 3" on centers, in two staggered rows, $\frac{1}{2}$ " in from ends of lapped sheets.
- c) **Fastenings:** Secure gutter linings with water lock at roof side.
- d) **Roof Edges:** At copper roofing: extend gutter lining under copper roofing not less than 6" and terminate in a $\frac{3}{4}$ " folded edge secured by copper cleats spaced 12" on centers. Solder a continuous copper lock strip to lining at lower end of roofing. Hook lower end of roofing into lock strip to form a $\frac{3}{4}$ " wide loose-lock seam.
- e) **Outer Edges:** At wood cornice fold outer edge of lining $\frac{3}{4}$ " and hook over edge strip.
- f) **Expansion Joints:** Provide expansion joints midway between outlet tubes unless otherwise shown on drawings, at exterior corners, and where ends of gutter abut masonry walls. Close ends of each gutter section with copper of same thickness as gutter lining and flange, rivet and solder to gutter lining. The top edge of gutter ends shall have a horizontal flange $1\frac{1}{2}$ " wide for connection to expansion joint cover strip. The expansion joint shall have an open space 1" wide between adjacent gutter ends, provide a cover strip formed of 16-ounce copper over expansion joint and loose lock into horizontal flanges at top of gutter ends. Loose lock joints shall provide for movement of gutter lining $\frac{1}{2}$ " in either direction. Where ends of gutter abut a masonry wall, extend cover strip under a counter flashing built into the masonry. Terminate ends of cover strips in a manner to provide watertight connections and to permit freedom of movement of gutter lining.
- g) **Outlet Tubes to Conductors:** $\frac{3}{8}$ " to $\frac{1}{2}$ " flange formed off the outlet tube

- h) **Strainers:** Provide removable basket type strainer in outlet tubes formed of No. 14 B & S gauge copper or brass.

I. Final Cleaning

Remove all flux, scraps and dirt immediately. Neutralize excess flux with a 5 to 10% solution of washing soda, then drench with clean water.

END OF SECTION

Flashing and Sheet Metal Section 07600

1. GENERAL

- A. **Summary:** Provide flashing and sheet metal components.
 - a) Metal flashing and counter-flashing – coordinate with Slate Roofing Section 07350 and Copper Roofing Section 07550.
 - b) Downspouts and accessories.
- B. **Submittals:** Follow Section 01300
 - a) Submit for approval samples, product data.
- C. **Quality Assurance**
 - a) Comply with governing codes and regulations. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instructions.

2. MATERIALS

- A. Copper Flashing: 20 oz./sq. ft. light cold-rolled temper (H00) copper, conforming to ASTM B370, for slate roofs.
- B. Downspouts: 20 oz./sq. ft. light cold-rolled temper (H00) copper, conforming to ASTM B370, for slate roofs.
 - a) Downspouts – 4 inch plain round for built-in gutters, 10 foot lengths soldered together. Provide plain round offsets and elbows as required.
 - b) Downspout fastening – provide drive, rack and key fasteners for all downspouts.

3. INSTALLATION

- A. Follow recommendation of SMACNA "Sheet Metal Manual". Isolate dissimilar materials to prevent galvanic corrosion.
 - a) Install copper and galvanized steel flashings in accordance with Slate Roofing Section 07350 and Copper Roofing Section 07550.
- B. Slope gutters towards downspouts. Install gutters below the plane of the roof to prevent snow and ice from tearing off gutters.
- C. Solder gutters and downspouts together into as long lengths as practical. Allow for thermal expansion.
- D. Provide gutter hangers at 24 to 32 inches on centers.
- E. Provide two downspout fasteners for each story or ten foot height, three fasteners for two stories or twenty feet of height.
- F. Install gutters and downspouts in accordance with manufacturer's instructions. Install gutters and downspouts in proper relation with adjacent construction and with uniform appearance. Coordinate with work of other sections.
- G. Restore damaged components and finishes. Clean and protect work from damage.

END OF SECTION

Paints and Coatings Section 09900

1. GENERAL

- A. **Summary:** Provide surface preparation and painting for all unfinished interior and exterior surfaces scheduled to be painted, including electrical and mechanical equipment with shop primed surfaces.
- B. **Submittals:** Follow Section 01300
 - a) Submit for approval product data.
- C. **Quality Assurance**
 - a) Comply with governing codes and regulations. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instruction.
- D. **Maintenance Materials**
 - a) Provide full containers of paints and finishes in sealed one gallon cans, matching colors and types used. Label each container with color, gloss, and manufacturer's label.
 - b) Quantity:
 - Colors using 1 to 19 gallons: One gallon.
 - Colors using 20 to 49 gallons: Two gallons.

2. MATERIALS

- A. First line standard products for all systems by Benjamin-Moore, MAB, Sherwin-Williams, Tnemec, Samuel Cabot Inc., or approved substitution. Match color chips selected.
- B. **Colors:** Match the following existing colors on the building:
 - a) Dark Trim Color - PT-1
 - b) Light Trim Color – PT-2
 - c) Off White Body Color – PT-3 – Borad Siding and Stucco
 - d) Accent Color – PT-4 – Shutters and Louvers.
- C. A designated color may be required in one or more types and gloss, depending upon paint system specific for each specific surface.
- D. Matching colors shall be exact. Manufacturer's nearest standard color will not be acceptable.

3. INSTALLATION

- A. Inspect surfaces to be coated, report unsatisfactory conditions in writing; beginning work means acceptance of substrate.
- B. Comply with manufacturer's instruction and recommendations for preparation, and for the appropriate environmental conditions required for priming and coating work. Coordinate with work of other sections.
- C. Match approved mock-ups for color, texture, and pattern.
- D. Backpriming - All exterior wood siding and trim shall be backprimed prior to installation. All interior wood against concrete or masonry shall be backprimed. Backprime with one coat of paint or finish to be used on exposed surfaces. Also prime all cut ends of lengths of siding and trim.

- E. Seal all all knots with shellac to prevent bleed-through.
- F. Remove and/or protect all hardware, accessories, equipment, devices, fixtures etc. prior to painting or staining; and replace/uncover after completion. Protect other surfaces, especially natural wood surfaces, from all overpainting, dripping and damage from painting and staining work.
- G. Re-coat or remove and replace work which does not match or shows loss of adhesion.
- H. Clean up, touch up and protect work.

I. Painting Schedule

- a) Exterior paint systems:
 - Wood siding: 1 coat primer, 2 top coats.
 - Wood trim: 1 coat primer, 2 top coats
 - Wood louvers: 1 coat latex primer; 2 coats latex gloss

END OF SECTION



Block --, Lot --
Lebanon Township
Hunterdon County
New Jersey

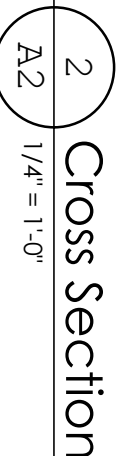
Township of Lebanon
Museum at New Hampton

57 Musconetcong River Road
Hampton, New Jersey 08827

Copyright 2026
Pickell Architecture LLC

Building Elevations and Sections

May 31, 2020
Sheet 2 of 2



Existing Conditions Notes

3. The Contractor shall verify all dimensions in the field. Bring any discrepancies immediately to the attention of the Architect for resolution. Do NOT scale the Drawings.

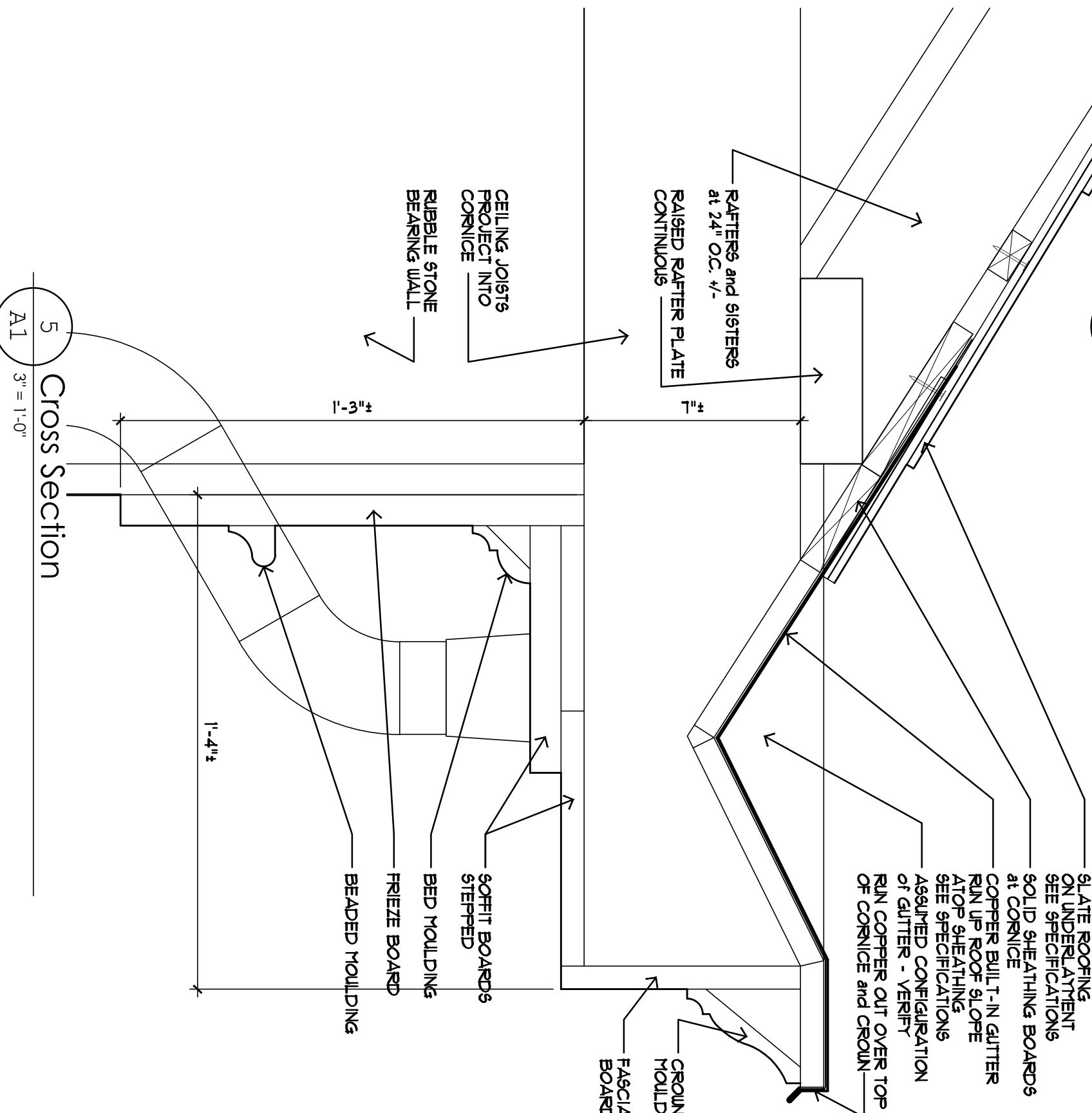
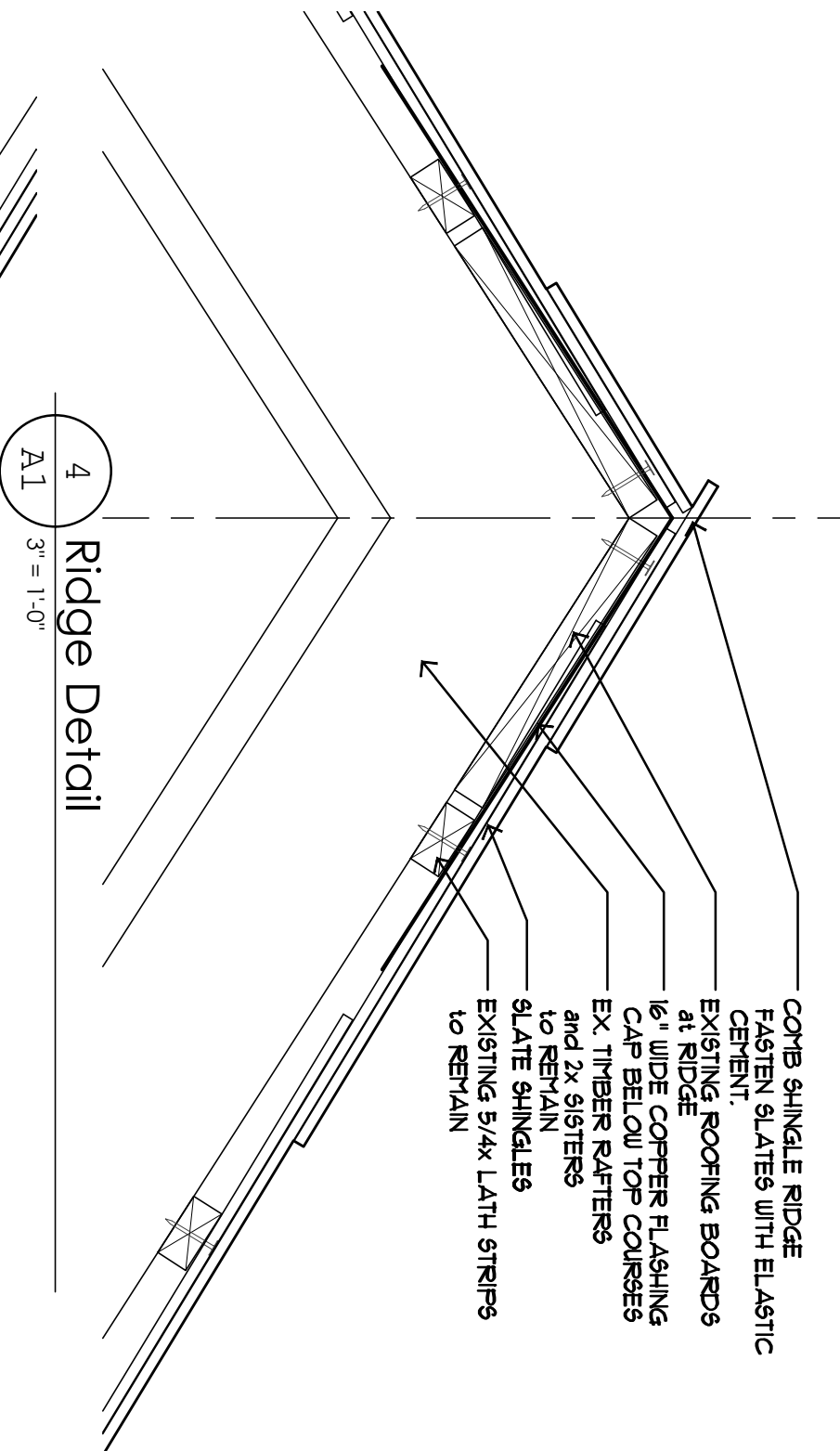
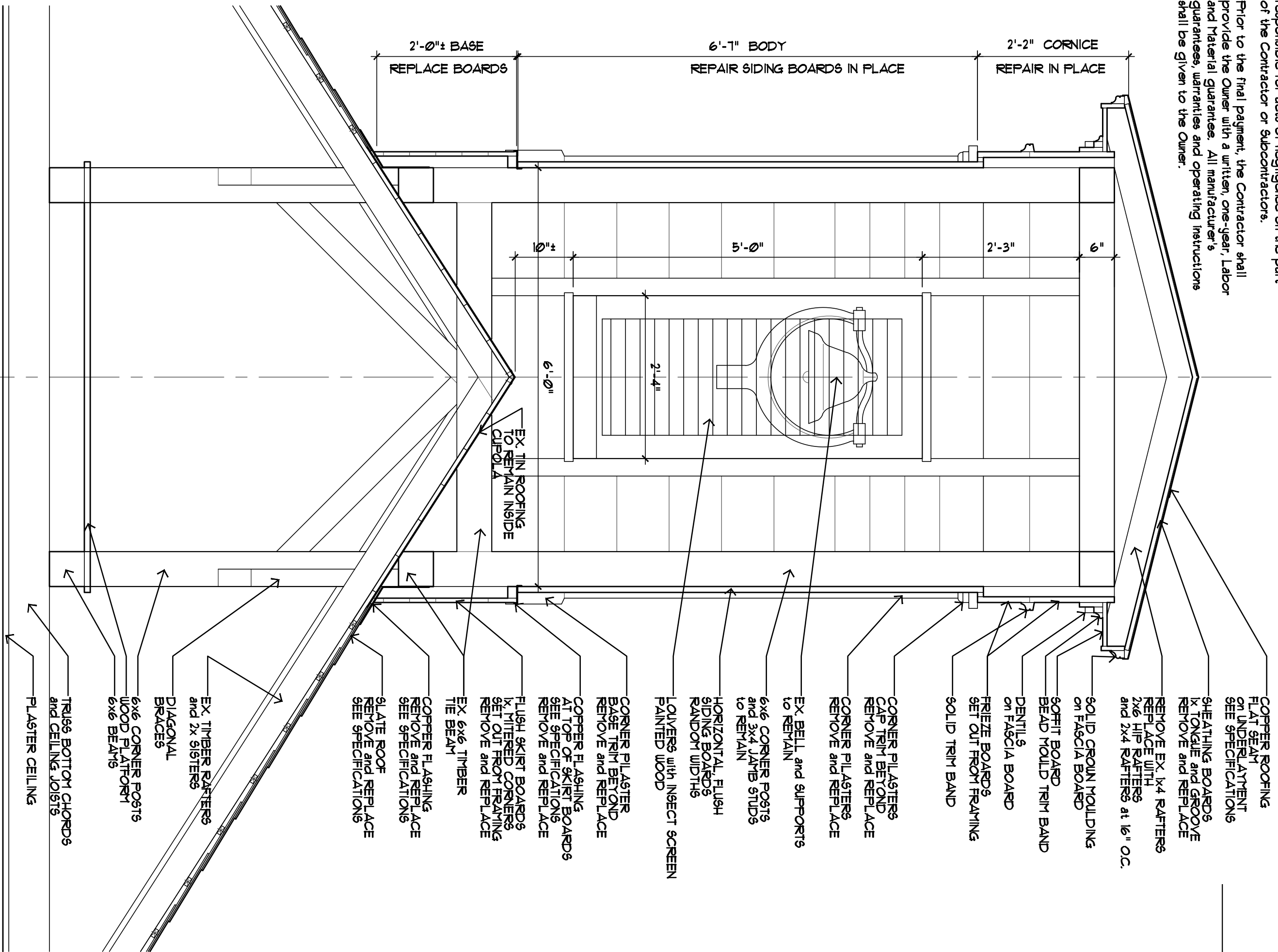
Construction & Services:

4. The Contractor shall file for, obtain and pay all fees for any required permits, inspections and certificates. The Contractor shall arrange for all required inspections of the work.

5. The Contractor shall provide all necessary labor, materials and management required for a thorough and complete installation, whether or not all details of such installation are specifically shown on the Drawings or noted in the Specifications. The Contractor shall be responsible for all means and methods of construction.

1. The Contractor shall provide all necessary equipment and materials for the work. The Contractor shall be responsible for providing and maintaining all equipment and materials necessary for the work. Provide working and/or hoisting as required to prevent injury to property or person. Protect all existing construction and utilities to remain. Provide temporary protection to prevent injury to persons. Do not overload existing structures.
2. The jobsite shall be left broom clean at the end of each working day. Legally dispose of all debris.
3. The Contractor shall obtain all necessary insurance. The Owner and Architect shall not be responsible for the Contractor or Subcontractors on the part of the Contractor or Subcontractors.
4. Prior to the final payment, the Contractor shall provide the Owner with a copy of the following: a. General and Special Conditions of the Contract. b. Material Guarantees. All manufacturers' warranties, guarantees and operating instructions shall be given to the Owner.

- [illegible]

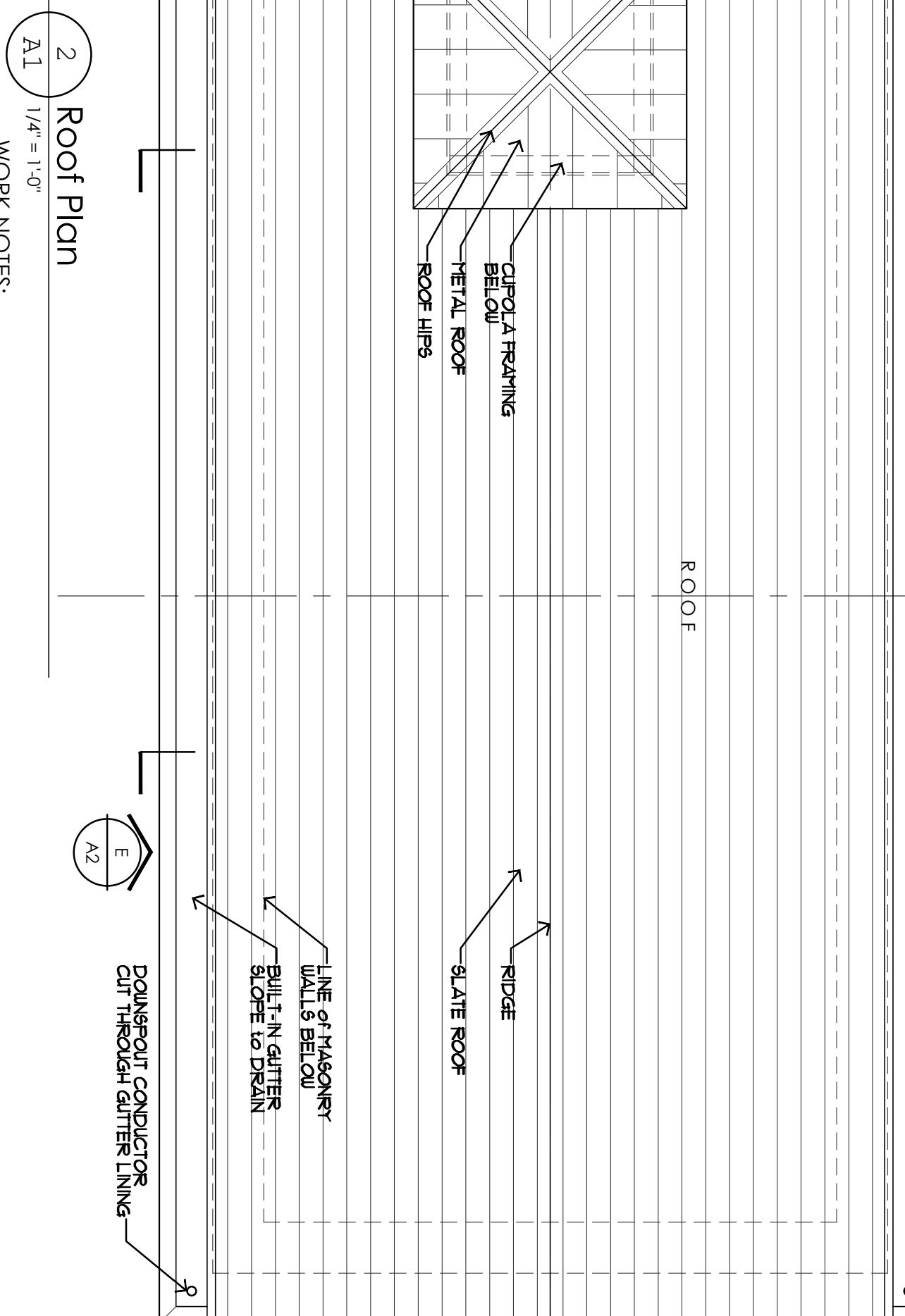
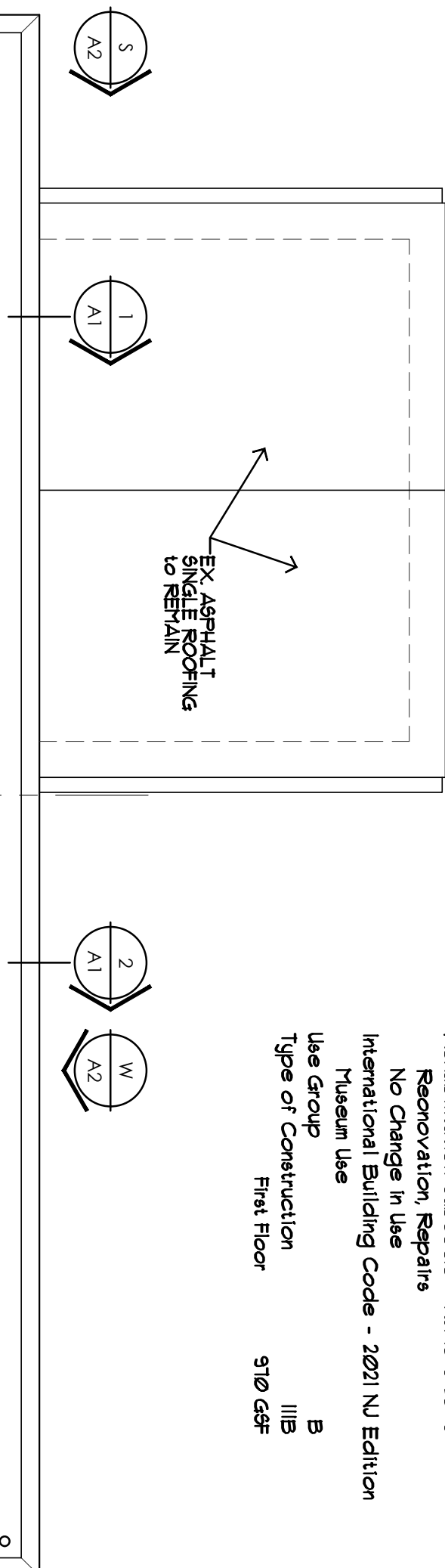


Historic Notes:

1. THIS PROPERTY IS LISTED ON THE STATE AND NATIONAL REGISTERS OF HISTORIC PLACES.
2. ALL WORK MUST MEET THE SECRETARY OF THE INTERIOR "STANDARDS FOR REHABILITATION". REFER TO THE SPECIFICATIONS.
3. PROTECT ALL SURROUNDING HISTORIC CONSTRUCTION AND MATERIALS FROM DAMAGE DUE TO REHABILITATION ACTIVITIES, AT ALL TIMES.

Secretary of the Interior's Standards for Rehabilitation

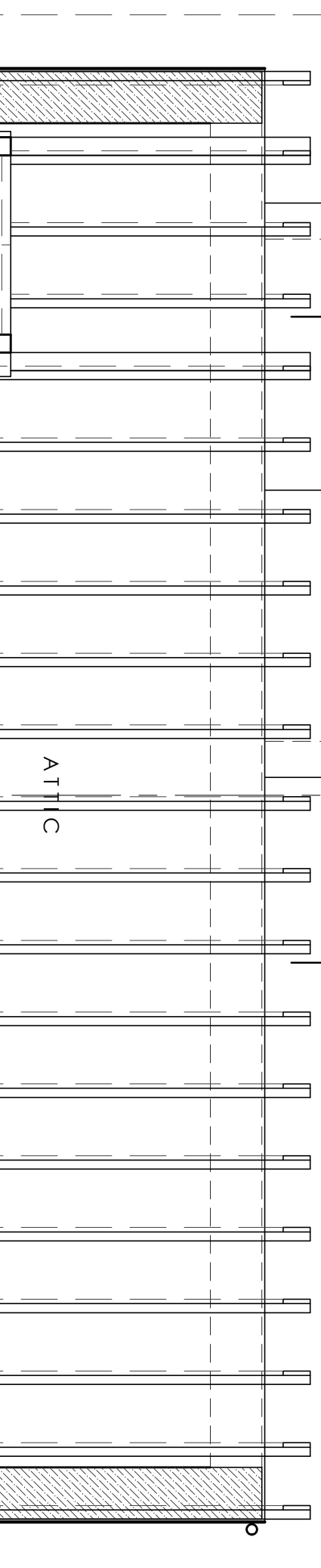
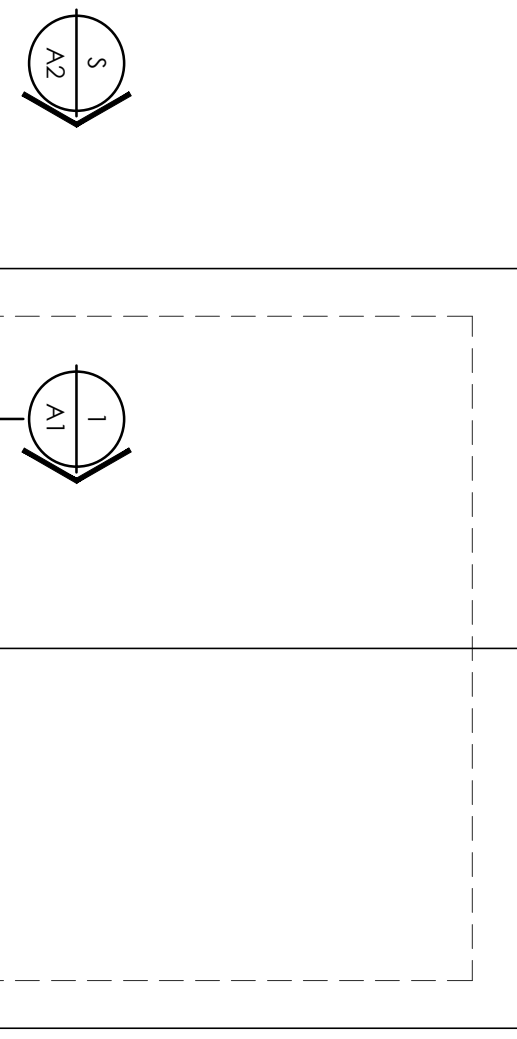
1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and special relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will not be undertaken.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and special relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



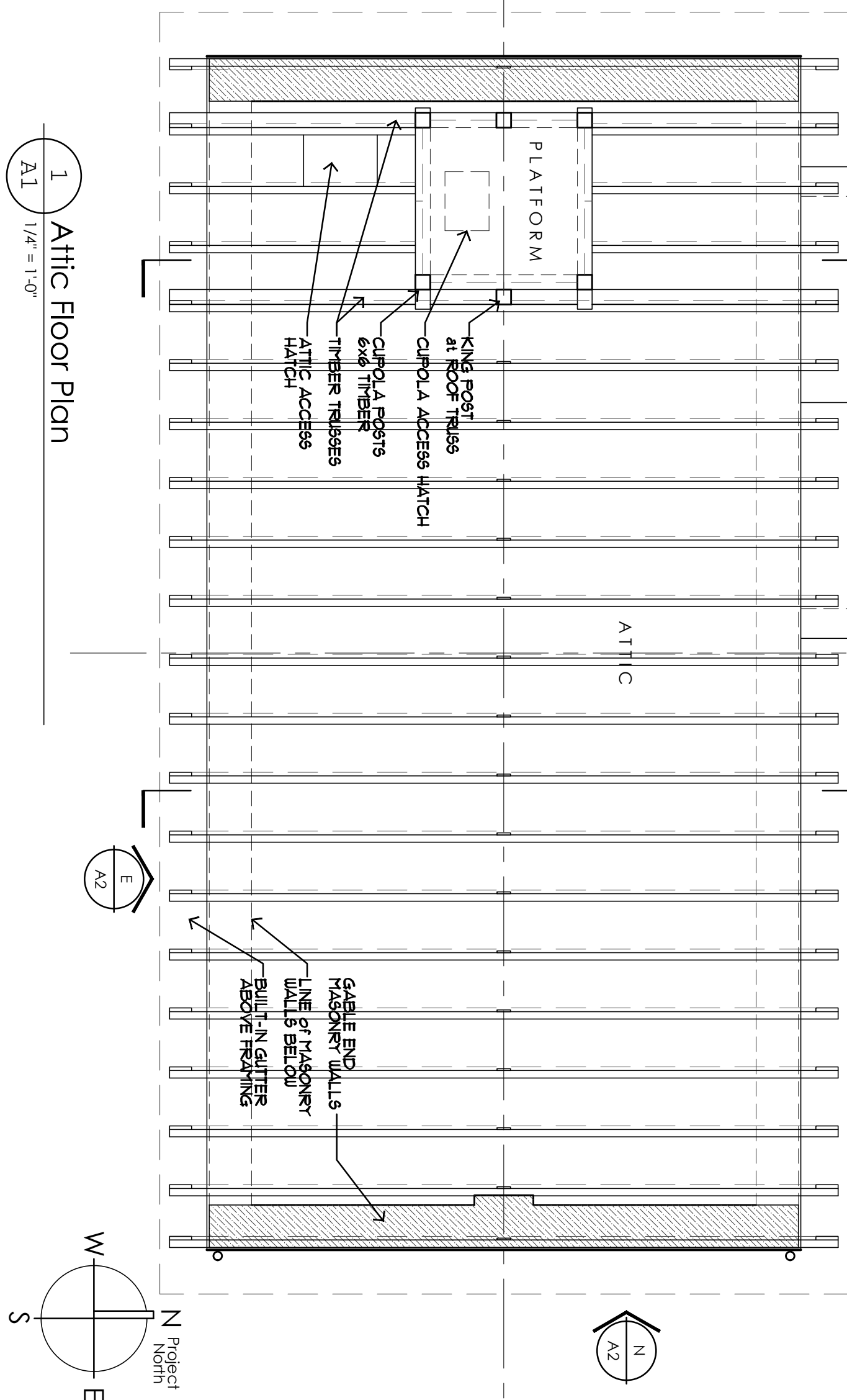
2) Roof Plan

- ## WORK NOTES

- 1 REMOVE EXISTING BLATE ROOFING. PAPER UNDERLAMENT. INSPECT EX BLATE LATH (SKIP SHEATHING). REPLACE DAMAGED LATH BOARDS.
- 2 PROVIDE NEW BLATE ROOF. SET OF BLATE AND ROOF OR EXISTING BLATE.
- 3 REMOVE EXISTING LATHING AT BUILT-IN GUTTERS. INSPECT EX SHEATHING BOARDS AND FRAMING. REPLACE DAMAGED SHEATHING, REPAIR OR REPLACE FRAMING.
- 4 PROVIDE NEW CORNER-LINED GUTTERS. REMOVE CORNER OVER EDGE OF ROOF. CONCEAL TRIM JUNE CORNER UP UNDER ROOFING AS SHOWN.
- 5 CAREFULLY INSPECT EXISTING TRIM AND SIDING. REMOVE AND REPAIR INDIVIDUAL BOARDS THAT ARE DETACHED AT GUTTER. OR USE WOOD CONTROL JOINT COMPOUND TO REPAIR AND NAIL DAMAGE. SEE SPECIFICATIONS.
- 6 CAREFULLY INSPECT EXISTING TRIM BOARDS AT EAVES AND RIDGING EAVES. SELECTIVELY REPAIR INDIVIDUAL BOARDS OR USE WOOD CONTROL JOINT COMPOUND TO REPAIR AND NAIL DAMAGE. SEE SPECIFICATIONS.



Attic Floor Plan



New Jersey Uniform Construction Code
 Rehabilitation Schedules - NJAC 5:23-6
 Remediation/Repairs
 No Change in Use
 International Building Code - 2021 NJ Edition
 Museum Use
 Use Group
 Types of Construction
 First Floor
 B
 III B
 910 GSF

Pickell Architecture, LLC
115 Main Street
Flemington, New Jersey 08822
Phone: 908 788 0048
pickellarchitecture.com

Block --, Lot --
Lebanon Township
Hunterdon County
New Jersey

57 Musconetcong River Road
Hampton, New Jersey 08827

Township of Lebanon
Museum at New Hampton

Issues & Revisions:	
Issued for Review	3/20/22
Issued for Pricing	5/31/22

Attic and Roof
Plans

May 31, 2024
Sheet 1 of 2