

## TOWNSHIP OF DENVILLE



1 ST. MARY'S PLACE  
DENVILLE, NEW JERSEY 07834  
Purchasing 973-625-8300 Ext. 296  
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[purchasing@denvillenj.org](mailto:purchasing@denvillenj.org)

Please keep in mind the following information when preparing your quote for professional, service or construction work to be performed for the Township of Denville.

### Insurance Requirements:

- The Township of Denville must be listed as additionally insured
- Worker's Compensation and Employer's Liability Insurance. \$1,000,000
- Commercial General Liability Insurance. \$1,000,000. Per Occurrence / \$2,000,000. Aggregate
- Comprehensive Automobile Liability Insurance. \$500,000
- Professional Liability required for all Licensed Professionals \$1,000,000

Upon request, a detailed explanation of the above information is available. Please note that a \$1,000,000 umbrella policy and higher automobile insurance may apply for larger construction projects. The limits set forth are at the discretion of the Township of Denville.

### New Jersey Business Registration Certificate

Public Contracting requires proof of a valid business registration with the New Jersey Division of Revenue. All contractors must provide this documentation when seeking to do business with the Township of Denville.

- To Start a new business in NJ, a checklist is available at:  
<http://www.nj.gov/njbusiness/starting/>
- If you are an existing company and need a NJ Business Registration Certificate you can file one online or through the mail. Information is available at:  
<http://www.state.nj.us/treasury/revenue/busregcert.shtml>
- Companies already registered in NJ can obtain their Business Registration Certificate Online at: [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)

### Prevailing Wage and Public Works Contractor Certificate

[http://lwd.dol.state.nj.us/labor/wagehour/wagehour\\_index.html](http://lwd.dol.state.nj.us/labor/wagehour/wagehour_index.html)

Please note that any construction contract that exceeds the Prevailing Wage threshold for the entire amount of each individual job or contract, the New Jersey Prevailing Wage Laws will apply. **As of July 1, 2014 this threshold is \$15,444.**

Certified payrolls must be submitted before payment is processed. Construction jobs that meet the prevailing wage threshold, a Public Works Contractor Certificate must also be on file in the Township of Denville.

### Equal Employment Opportunity in Public Contracts

(Formerly referred to as Affirmative Action) All public contracts must comply with EEOC laws and may require a signed affidavit stating that your company is in compliance. [www.nj.gov/treasury/contract\\_compliance](http://www.nj.gov/treasury/contract_compliance)

Updated, Quick reference August, 2014