

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

One Sunset Hill Road

P.O. Box E

Blairstown, New Jersey 07825

Phone: 908-362-8536

Fax: 908-362-9638

**QUOTATION
REQUEST**

Public Works
Services

2016-17 School Year

Quotation No: Q-03

BASE QUOTE: VINYL FLOOR (12" TILE)
INSTALLATION, with 4" VINYL COVE
BASE MOLDING

Quotation Due Date/Time:

Tuesday, May 9, 2017

10:00 AM

ETHICS IN PURCHASING *Statement to Vendors*

School District Responsibility

Recommendation of Purchases

It is the desire of the Blairstown Township Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et. seq.

Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Blairstown Township Board of Education or anyone proposing to do business with the Blairstown School District.

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Blairstown Township Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Blairstown Township Board of Education or to any member of the official's or employee's immediate family.

Vendor Influence -- Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Blairstown Township Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors or potential vendors will be asked to certify that no members of the Blairstown Township Board of Education or administrators are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Blairstown Township Board of Education.

Mrs. Molly Petty
Business Administrator/ Board Secretary

Blairstown Township Board of Education

One Sunset Hill Road

PO Box E

Blairstown, New Jersey 07825

Phone: 908-362-8536

Fax: 908-362-9638

QUOTATION SPECIFICATIONS

Vinyl Floor (12" Tile) Installation, with 4" vinyl cove base molding

General Conditions and Specifications

Quotation No. Q-03

A. Intent of Quotation

The intent of this quotation is to solicit competitive quotations for

VINYL FLOOR (12" TILE) **AND 4" VINYL COVE BASE MOLDING INSTALLATION** **in TWO CLOSETS AND TEN CLASSROOMS**

**** (Classrooms 19, 20, 21A, 21B, 22A, 22B, 23 and 24 & 2 closets)**

- July 10 – 20 , 2017

**** (Classrooms 29 & 40)**

- July 31 – August 2, 2017

(APPROXIMATELY 6,000 FT² OF TILE, BUT FLOORING CONTRACTOR IS RESPONSIBLE FOR FINAL MEASUREMENTS.)

B. Contract, Term of

The term of contract shall be from **July 10-20, 2017, as above, and July 31 – August 2, as above.**

C. Documents to be Submitted

All participants in this quotation process must submit the following documents with the quotation package:

1. Quotation Proposal Form (1)
2. Non-Collusion Affidavit (2)
3. Vendor Questionnaire/Certification (3)
4. Disclosure of Investment Activities in Iran (4)
5. Ownership Disclosure Certificate (5)
6. Chapter 271 Political Contributions Disclosure, only required if quote is over \$17,500 (6)
7. Affirmative Action evidence, only required if quote is over \$36,000 (7)
8. Public Works Contractor Registration
9. NJ Business Registration Certificate

D. Equal Prices

Pursuant to N.J.S.A 18A:18A-37(d) when two or more quoters submit equal prices and the prices are the lowest responsible quotes, the Board may award the contract to the vendor whose response, in the discretion of the Board, is the most advantageous, price and other factors considered.

E. Examination of Site

Each quoter shall examine the building and site and the work on which he is submitting a quotation: any doubt or uncertainty as to what is intended by the specifications must be settled before the contractor submits his quotation. He shall consult the Purchasing Agent and/ or the Coordinator of Building Services or other Administrator/ Supervisor on any matter on which he requires additional information before he makes up his quotation. The failure of a quoter to acquaint himself with the actual conditions at the sites or to obtain or examine any of the contract documents shall not relieve him of any obligation with respect to his proposal.

By submitting a proposal, the quoter covenants that he has carefully examined the contract documents, addenda, if any, and the site; and that from his investigation, he has satisfied himself as to the nature and location of the work, the general and local conditions and all matters which may in any way affect the work or its performance, and that as a result of such examination, he fully understands the intent and purpose thereof, his obligations thereunder, and that he will not make any claim for, or have any right to damages, because of the lack of any information.

The quoter also conveys by submitting a quotation that the company he represents is financially solvent, experienced in and competent to perform the type of work so specified.

Each quoter submitting a quotation for a contract shall include in his quotation price all labor materials, equipment, services, and other requirements necessary, or incidental to, the completion of the work, and other pertinent work as hereinafter described, in accordance with the contract documents.

F. Insurance and Indemnification

The vendor to whom the contract is awarded for any service work or construction work shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed below:

General Liability -- \$2,000,000. General Aggregate
\$1,000,000. Products
\$1,000,000. Personal Injury
\$1,000,000. Each Occurrence
\$50,000. Fire Damage
\$5,000. Medical Expense

(A) Insurance Certificate – When Required

- a. The contractor must present to the Board of Education an insurance certificate in the above types and amounts before any work or service begins.
- b. Automobile liability insurance shall be included to cover any vehicle used by the insured.
- c. The certificate holder shall be as follows:

Blairstown Township Board of Education
One Sunset Hill Road
PO Box E
Blairstown, NJ 07825

- d. Additional Insured Claim -- The contractor must include the following clause on the insurance certificate.

“Blairstown Township Board of Education is named as an additional insured”

OTHER INSURANCES

WORKERS COMPENSATION Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States, must be available for perusal. The minimum limits are the following, unless a greater amount is required by law:

Bodily Injury by Accident	\$1,000,000. Each Accident
Bodily Injury by Disease	\$1,000,000. Policy Limit
Bodily Injury by Disease	\$1,000,000. Each Employee
<u>Contract Liability</u>	Same as General Liability
<u>Automobile Liability</u>	\$1,000,000 Per Occurrence

(B) Indemnification

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Board and its agents, employees and Board members, from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorney fees) in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract or the performance of services by the contractor under the agreement or by a party for the whole contract is liable. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

The Contractor is to assume all liability of every sort incident to the work, including property damage caused by him or his men or by any subcontractor employed by him or any of the subcontractor's men.

G. Non-Collusion Affidavit

A notarized Non-Collusion Affidavit must be submitted with the quotation (N.J.S.A. 2A:93-6).

H. Quotation Due Date/Time

Your original quote for Quotation Number **Q-03** is to be **received** by the Blairstown Township Board of Education no later than

Tuesday, May 9, 2017
10:00AM

at this location:

Blairstown Township Board of Education
Mrs. Molly Petty, School Business Administrator
One Sunset Hill Road
PO Box E
Blairstown, New Jersey 07825
Phone: 908-362-8536/Fax: 908-362-9638

I. Quotation Proposal Form

All quotations are to be written in by typewriter or ink in a legible manner on the Quotation Proposal Form. Any quotation price showing any erasure alteration must be initialed by the quoter in ink. Failure to initial any erasure alteration will be cause to disqualify that particular quotation price.

The quotation proposal form must be duly signed by the authorized representative of the company. If the quotation proposal form contains more than one sheet, the quoters are requested to affix the company name and address on each additional sheet. The Board requires all documents to be signed with original signatures. The Board will not accept facsimile or rubber-stamped signatures.

The Board of Education will not consider any quotation on which there is any alteration or departure from the quotation specifications. Quoters are not to make any changes on the Quotation Proposal Form. If quoters do make changes on the quotation proposal form, it will be cause to disqualify that particular quotation. The Board will not accept more than one quotation per item.

J. Compliance With The Public Works Contractor Registration Act (N.J.S.A. 34:11-56.48 Et Seq.)

Pursuant to the above-referenced law, Bidders are required to be registered with the New Jersey Department of Labor and to possess a current certificate by said Department indicating compliance with the Act prior to the time and date that bids are received. Bidders are notified of this requirement of their compliance. Such certificates or applications shall also be provided for each Subcontractor furnishing plumbing and gas fitting, and all kindred work, heating and ventilating systems and equipment, electrical work, structural steel and ornamental iron work, or general construction work.

K. New Jersey Business Registration Certificate

Contractors are required to comply with the following:

Business Registration Certificate Requirements: At the time of the Award of Contract, all Bidders shall have provided a current Certificate of Business Registration for itself and any prime subcontractors named in its bid. Said certificate must have been issued prior to receipt of quotes.

In addition, the Contractor shall provide copies of the current valid Certificate of Business Registration for each Subcontractor identified in the bid, immediately upon entering into each subcontract, and prior to entering into a Contract with the Blairstown Township Board of Education.

Contractor must maintain and submit a current updated list of Subcontractors, their addresses, and all valid Business Registration forms as a continuing obligation under the Contract. Before final payment on the Contract is made by the Owner, the Contractor shall submit a complete and accurate list for each Subcontractor or supplier for goods provided, or services rendered, or for construction of a construction project used, in the fulfillment of the Contract, and a copy of said subcontract, or shall attest that no Subcontractors were used.

New Jersey Sales and Use Tax Requirements: All contractors or contractors with subcontractors, or any of their affiliates, who enter into contracts for the provision of goods or services with or for New Jersey local government entities, including without limitation, boards of education, are required to collect and remit to the New Jersey Director of Taxation in the Department of the Treasury the use tax due on all of their sales of tangible personal property delivered into the State of New Jersey pursuant to the "Sales and Use Tax Act," (N.J.S.A.54:32B-1 et seq.), regardless of whether the tangible personal property is intended for a contract with a contracting agency. This tax shall be remitted for the term of the Contract.

For purposes herein, "affiliate" shall mean any entity that: (a) directly, indirectly, or constructively controls another entity, (b) is directly, indirectly, or constructively controlled by another entity, or (c) is subject to the control of a common entity. For purposes of the immediately preceding sentence, an entity controls another entity if it owns, directly or indirectly, more than fifty percent (50%) of the ownership interest in that entity. N.J.S.A. 52:32-44(g)(3)

Information can be found at: <http://www.state.nj.us/treasury/revenue/busreqcert.shtml>

L. Chapter 271 Political Contributions Disclosure Form

All quotations for work over \$17,500 for a public entity in the state of New Jersey must be accompanied by a Chapter 271 Political Contributions Disclosure Form, which is attached.

M. Subcontracting; Permission Needed

Contractors, with whom the Board of Education has awarded the contract, shall not subcontract any part of any work of the project to any vendor, company, contractor etc, without first requesting and then receiving written approval from the appropriate official of the Blirstown Township Board of Education.

It is the responsibility of the prime contractor to ensure that no subcontractor who has received written permission to do work for the Board, subcontracts any of its/their work without first receiving written approval from the prime contractor **and** the appropriate official of the Blirstown Township Board of Education.

The prime contractor assumes all responsibility for work performed by subcontractors. The prime contractor must also provide to the Board of Education Office the following documents secured from all approved subcontractors:

<u>SUBCONTRACTOR DOCUMENT SUBMISSIONS</u>	
<i><u>Estimated Value of Contract – Subcontractor</u></i>	<i><u>Documents of Subcontract to be Submitted With Bid</u></i>
\$0 through \$5,399	None
\$5,400 through \$17,499	New Jersey Business Registration Certificate
\$17,500 through \$19,999	New Jersey Business Registration Certificate Chapter 271 Political Contribution Disclosure Form
\$20,000 or more	New Jersey Business Registration Certificate Chapter 271 Political Contribution Disclosure Form Notice of Classification Total Amount of Uncompleted Contracts

- Insurance Certificate as outlined in this request;

N. Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c.25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification enclosed in the bid to attest, under penalty of perjury, that the person or entity, or one of the person or entity, or one of the person or entity’s parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Board finds a person or entity to be in violation of the principles which are the subject of this law, they shall take 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 person or entity.

O. Records Maintenance

Pursuant to N.J.A.C.17:44-2.2, the Contractor shall maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

P. American Goods & Products Where Possible

In accordance with the requirements of N.J.S.A. 18A:18A-20 only manufactured and farm products of the United States, wherever available, shall be used.

Q. Contractor Performance Evaluation

In accordance with N.J.S.A. 18A:18A-15, when the entire cost of the project will exceed \$20,000.00, the Board, through its authorized agent, shall upon the completion of the contract report to the Department as to the contractor's performance, and shall also furnish such report from time to time during the performance if the contractor is then in default.

R. Ownership Disclosure

Pursuant to N.J.S.A. 52:25-24.2, the contractor shall submit a statement setting forth the names and addresses of all stockholders in the corporation, partnership or other business entity who own ten percent (10%) or greater interest therein. (This form is attached).

If one or more such stockholder or partner is itself a corporation, partnership or other business entity, the contractor shall submit further disclosures for such entity pursuant to the law.

S. Mandatory Equal Employment Opportunity

See attached document.

T. References Required

Contractors must include list of at least three references for prior work on Document C, Vendor Questionnaire/Certification for Vinyl Floor Installation.

U. Compliance With Prevailing Wage

The successful bidder shall comply with the most recent prevailing wage determination requirements applicable to the work. This determination is conclusive for a period of two (2) years from that date unless superseded by a later determination. Contractor shall be responsible for complying with such determination.

Pursuant to New Jersey Prevailing Wage Act, N.J.S.A. 34:56.27 and 56.28 the following is mandatory and applies to the project.

Workers shall be paid not less than such prevailing wage rate.

In the event it is found that any worker, employed by the contractor or any subcontractor covered by said contract, has been paid a rate of wages less than the prevailing wage required to be paid by such contract, the public body, the lessee to whom the public body is leasing a property or premises or the lessor from whom the public body is leasing or will be leasing a property or premises may terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and to prosecute the work to completion or otherwise.

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

One Sunset Hill Road, PO Box E
Blairstown, New Jersey 07825

Phone: 908-362-8536

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SCOPE OF SERVICE

**VINYL FLOOR (12" TILE) INSTALLATION FOR TWO
CLOSETS & TEN CLASSROOMS**

**** July 10 – 20, 2017 (ROOMS 19, 20, 21A, 21B,
22A, 22B, 23 and 24) AND TWO CLOSETS**

**** July 31 – August 2, 2017 (ROOMS 29 & 40)**

**(APPROXIMATELY 6,000 FT² OF TILE, BUT
FLOORING CONTRACTOR IS RESPONSIBLE FOR
FINAL MEASUREMENTS.)**

**4" VINYL COVE BASE MOLDING TO BE
INSTALLED IN ALL ROOMS LISTED ABOVE;
COLOR TBD.**

**(EXISTING FLOORING IN MOST ROOMS BEING
REMOVED DURING THE WEEK OF TUES., JUNE
20 AND ROOMS 29 & 40 THE WEEK OF JULY 10.
TEN DAYS' TIME IS NEEDED FOR MASTIC TO
DRY IN THOSE AREAS BEFORE NEW TILE CAN
BE INSTALLED).**

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

One Sunset Hill Road, PO Box E
Blairstown, New Jersey 07825

Phone: 908-362-8536

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Quotation Proposal Form

Vinyl Floor Installation Quotation

I/we hereby submit the following price quotation as per the attached specifications.

Quotation Number: **Q-03**

Quotation Due Date **Tuesday, May 9, 2017**
10:00AM

Base Quote: \$ _____

Vinyl Floor (12” Tiles) Installation in two closets and these EIGHT Classrooms (19, 20, 21A, 21B, 22A, 22B, 23 and 24), with 4” vinyl cove base molding in each of these rooms during July 10 - 20, 2017. Same tiles in TWO Classrooms (29 & 40) during July 31 – August 2, 2017.

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Authorized Agent _____ Title _____

Agent’s Signature _____ **Date** _____

All quotations must be received no later than **Tuesday, May 9, 2017 at 10:00AM.**

All quotations are to be sent to:

Blairstown Township Board of Education
Mrs. Molly Petty, School Business Administrator
One Sunset Hill Road/P.O. Box E
Blairstown, New Jersey 07825
Phone # 908-362-8536/Fax # 908-362-9638

You must return this Quotation Proposal Form (1) along with Documents 2-8/9, listed in Section C of these specifications, by 10AM on Tuesday, May 9, 2017. Please note that your signature must be notarized on Document B (Non-Collusion Affidavit). Please note that one of our secretaries is a Notary, so you may have the form notarized at the Blairstown Elementary School.

To be completed and signed below.

Return With Quote

NON-COLLUSION AFFIDAVIT

Vinyl Floor Installation Quotation

Re: Proposal for the Blairstown Township Board of Education

Quote No. **Q-03**

STATE OF _____)

Quotation Date: **Tuesday, May 9, 2017**

:SS:

COUNTY OF _____)

I, _____ of the City of _____

in the County of _____ and the State of _____

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

I am _____

Position in Company

of the firm of _____ and the respondent making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential respondents, or otherwise taken any action in restraint of free, competitive quotations in connection with the above named quote, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education of the City of Blairstown relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said quotation.

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

(Print Name of Contractor/Vendor)

Subscribed and sworn to: _____
(SIGNATURE OF CONTRACTOR/VENDOR)

before me this _____ day of _____, _____.
Month Year

NOTARY PUBLIC SIGNATURE

Print Name of Notary Public

My commission expires _____, _____.
Month Day Year

- Seal -

To be completed and signed below.

Return With Quote

Vendor Questionnaire/Certification for Vinyl Floor Installation

Quotation Number: **Q-03**

Quotation Date: **Tuesday, May 9, 2017**

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____) _____ Ext. _____

Emergency Phone Number (____) _____

Tax ID NO. _____

FAX No. (____) _____ E-Mail _____

Years in Business _____ Number of Employees _____

References – School Systems or Commercial Work Experience

<u>Name of District/Business</u>	<u>Address</u>	<u>Contact Person/Title</u>	<u>Phone</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Blairstown Township Board of Education, nor any administrator whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

I certify that I am not an official or employee of the Blairstown Township Board of Education.

Gifts; Gratuities; Compensation

I declare and certify that no person from my firm, business, corporation, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the Blairstown Township Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a1-4) concerning vendor contributions to school board members.

I further certify that I understand that it is a crime in the second degree in New Jersey to knowingly make a material representation that is false in connection with the negotiation, award or performance of a government contract.

President or Authorized Agent

Signature

**BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Name of Quoter: _____

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Blairstown Township Board of Education ("District") finds a person or entity to be in violation of the principles which are the subject of this law, they shall take 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

- ↑ is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran,

AND

- ↑ is not a financial institution that extends \$20,000,000 or more in credit to another person or entity for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in Part 2 below to the District under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2:
PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____ Relationship to Bidder/Offeror: _____
Description of Activities: _____
Duration of Engagement: _____ Anticipated Cessation Date: _____
Quoter Contact Name: _____ Contact Phone Number: _____

Disclosure of Investment Activities in Iran (cont'd)

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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 Blairstown Township Board of Education ("District") 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 District to notify the District 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 District and that the District at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

OWNERSHIP DISCLOSURE CERTIFICATION

In order to conform to N.J.S.A. 52:25-24.2, all corporations or partnerships must provide the following information:

- 3. Name of Firm: _____
(Type of Business Organization (check appropriate type)

- 2. Partnership _____ Corporation _____ Sole Proprietorship _____

Limited Partnership _____ Limited Liability Corporation _____

Limited Liability Partnership _____ Subchapter S Corporation _____

- 3. Name of State in which Incorporated: _____

The following individuals own ten percent (10%) or more of any class stock in the corporation or are a ten percent (10%) or more Partner in the Firm:

<u>NAME</u>	<u>ADDRESS</u>	<u>TITLE</u>	<u>PERCENTAGE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF ANY OF THE AFOREMENTIONED STOCKHOLDERS ARE A CORPORATION, PARTNERSHIP OR OTHER BUSINESS ENTITY, WHEREBY THEY HOLD 10% (TEN PERCENT) OR MORE OF ANY CLASS STOCK IN BIDDING CORPORATION, PARTNERSHIP OR OTHER BUSINESS ENTITY, THEY MUST ALSO PROVIDE THE INFORMATION REQUESTED ABOVE.

Subscribed and sworn to before me
This _____ day of _____, 200__.

The above information is true and correct
To the best of my knowledge.

(Seal) Notary Public of New Jersey/
Specify Other State
My commission Expires _____, 20__.

(Signature)

(Name)

(Address)

(Title)

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a "fair and open" process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee'
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)]. The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the

specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

N.J.S.A. 19:44A-3(s): "The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures."

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

Part I - Vendor Information

VendorName: _____
Address: _____
City: _____ State: _____ Zip: _____

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature _____ Printed Name _____ Title _____

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

D Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount \$
____ Check here if the information is continued on subsequent page(s)			

Continuation Page

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

Page_of ____

Vendor Name:

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

EXHIBIT B

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

CONSTRUCTION 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 or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer, pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Dept. of LWD, Construction EEO Monitoring Program may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provisions, A, B and C, as long as the Dept. of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD, Construction EEO Monitoring Program, that its percentage of active "card carrying"¹¹ members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

(A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by

the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.

(B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:

- (1) To notify the public agency compliance officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3 of its workforce needs, and request referral of minority and women workers;
- (2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;
- (3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;
- (4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;
- (5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and non-discrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;
- (6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:
 - (i) The contractor or subcontractor shall interview the referred minority or women worker.
 - (ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and nondiscrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.

(iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described. in (i) above, whenever vacancies occur. At the request of the Dept. of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.

(iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Dept. of LWD, Construction EEO Monitoring Program.

(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program upon request.

(C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Dept. of LWD, Construction EEO Monitoring Program an initial project work-force report (Form AA 201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Division and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the-job programs for outreach and training of minorities and women.

(D) The contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as maybe requested by the Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter IO of the Administrative Code (NJAC 17:27).