

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION

*One Sunset Hill Road
P.O. Box E
Blairstown, New Jersey 07825*

**REQUEST
FOR
PROPOSALS**

Proposal No: P-01

**STUDENT OCCUPATIONAL
THERAPY SERVICES,
EVALUATIONS, & REPORTS
FOR 2020-21 SCHOOL YEAR**

Proposal Due Date/Time:

Wednesday, April 8, 2020

10:00AM

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

PROPOSAL SPECIFICATIONS

STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS PROPOSAL

General Conditions and Specifications

Proposal No. **P-01**

A. Intent of Proposal

The intent of this Proposal is to solicit competitive Proposals for

STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS

B. Contract, Term of

The term of contract for STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS at the Blairstown Elementary School shall be from July 1, 2020 through June 30, 2021.

C. Documents to be Submitted

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

1. Proposal Form for Student Occupational Therapy Services, Evaluations, & Reports
2. Non-Collusion Affidavit
3. Vendor's Questionnaire/Certification
4. New Jersey Business Registration Certificate
5. Chapter 271 Pay to Play Form
6. Affirmative Action Evidence

D. Equal Prices

Pursuant to N.J.S.A 18A:18A-37(d) when two or more vendors submit equal prices and the prices are the lowest responsible proposals, 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. Insurance: PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED

Required

Not Required

The successful respondent to whom the contract is awarded shall provide to the Board of Education with contract documents a Professional Liability Insurance Certificate with the following limits:

\$1,000,000 Each Incident; Occurrence; Wrongful Act

\$3,000,000 Aggregate

The insurance certificate name as to the certificate holder shall be as follows:

Blairstown Township Board of Education
c/o Mrs. Molly Petty, School Business Administrator
PO Box E, One Sunset Hill Road
Blairstown, NJ 07825

and must remain in full force during the term of contract.

F. Non-Collusion Affidavit

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

G. Proposal Due Date/Time

All Proposals for Proposal Number **P-01** are to be **received** by the Blairstown Township Board of Education no later than

Wednesday, April 8, 2020
10:00AM

and sent to:

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

Proposal documents may be faxed to the district; however, an original copy of the Proposal package must be mailed or delivered to the above address.

H. Proposal Form for STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS

All Proposals are to be written in by typewriter or ink in a legible manner on the Proposal Form for STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS. Any Proposal price showing any erasure alteration must be initialed by the vendor in ink. Failure to initial any erasure alteration will be cause to disqualify that particular Proposal price.

The Proposal Form for STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS must be duly signed by the authorized representative of the company. If the Proposal Form for STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS contains more than one sheet, the vendors 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 Proposal on which there is any alteration or departure from the Proposal specifications. Vendors are not to make any changes on the Proposal Form for STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS. If vendors do make changes on the Proposal Form for STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS, it will be cause to disqualify that particular Proposal. The Board will not accept more than one Proposal per item.

I. NJ Business Registration Certificate

Service Provider will be required to provide a NJ Business Registration Certificate before payments in excess of \$5,400 can be made. Information can be found at:

<http://www.state.nj.us/treasury/revenue/busreqcert.shtml>

J. Chapter 271 Pay to Play Disclosure Form Required with Submission of Proposal

K. Affirmative Action Evidence Required with Submission of Proposal

L. Subcontracting; Permission Needed

Service Providers, 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 Blairstown 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 Blairstown Township Board of Education.

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

<u>SUBCONTRACTOR DOCUMENT SUBMISSIONS</u>	
<u>Estimated Value of Contract – Subcontractor</u>	<u>Documents of Subcontract to be Submitted With Bid</u>
\$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 Affirmative Action Evidence

Insurance Certificate as outlined in the bid specifications;

BLAIRSTOWN TOWNSHIP BOARD OF EDUCATION
One Sunset Hill Road, PO Box E
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SCOPE OF SERVICE
STUDENT OCCUPATIONAL THERAPY SERVICES,
EVALUATIONS, & REPORTS

1. Occupational Therapy Services to be provided for students of Blairstown Elementary School, according to the needs outlined in their Individualized Education Plans.
2. Occupational Therapy Evaluations and Reports to be performed as needed.
3. Approximately three days per week during the 2020-21 school year and as needed for July and August 2020.
4. Must work under direction of Supervisor of Special Services.
5. All work to be performed by a New Jersey licensed Occupational Therapist, or an OT aide overseen by a New Jersey Licensed Occupational Therapist.
6. Include copy of New Jersey License with submission of Proposal.

**Proposal Form for STUDENT OCCUPATIONAL
THERAPY SERVICES, EVALUATIONS, & REPORTS**

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

Proposal Number: **P-01**

Proposal Due Date **Wednesday, April 8, 2020 @10:00AM**

**STUDENT OCCUPATIONAL THERAPY SERVICES,
EVALUATIONS, & REPORTS**

HOURLY RATE \$ _____

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 Proposals must be received no later than **Wednesday, April 8, 2020 at 10:00AM.**

All Proposals 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

Proposal documents may be faxed to the District; however, an original copy must be mailed or delivered to the above address by 10:00AM on April 8, 2020.

You must return this Proposal Form for STUDENT OCCUPATIONAL THERAPY SERVICES, EVALUATIONS, & REPORTS (A) along with all "Required Documents" (listed under Item C of the Proposal Specifications) by 10:00AM on Wednesday, April 8, 2020. 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.

(A)

To be completed and signed below.

Return With Proposal

Vendor Questionnaire/Certification

**STUDENT OCCUPATIONAL THERAPY SERVICES,
EVALUATIONS, & REPORTS**

Proposal Number: **P-01**

Proposal Date: **Wednesday, April 8, 2020 @ 10:00AM**

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 Private 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 Blirstown 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 Blirstown 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 Blirstown 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

(C)