

**WATCHUNG BOROUGH SCHOOL
DISTRICT**

RFP PACKAGE

**BOARD OF EDUCATION
ARCHITECT FOR REFERENDUM
SERVICES
RFP # WBSD-ARS23**

Due no later than: Friday, March 3, 2023 – 1:00 pm

Location: Watchung Borough School District
Attention: Interim Business Administrator
1 Dr. Parenty Way, Watchung, NJ 07069

REQUEST FOR PROPOSALS

The Watchung Borough Board of Education is soliciting proposals for Board of Education Architect for Referendum Services through the request-for-proposal method in accordance with N.J.S.A.18A:18A-4.4 et seq, and N.J.A.C. 5:34-4.2 et seq. Sealed proposals will be received by the Board's Interim Business Administrator/Board Secretary and read aloud in public at the office located at the above address, for the following:

BOARD OF EDUCATION-ARCHITECT FOR REFERENDUM SERVICES

RFP # WBSD-ARS23

DUE DATE: Friday, March 3, 2023, 1:00 pm

RFP packages are available online at www.watchungschools.com or at the address listed below:

Watchung Borough School District
Business Office
1 Dr. Parenty Way
Watchung, NJ 07069

Proposals must be mailed to the Watchung Borough School District Business Office, at the same address listed above; however, no proposal will be considered, regardless of the postmark, unless it is in the hands of the Interim Business Administrator prior to the time set above. Proposals may also be delivered to the office of the Interim Business Administrator between the hours of 8:00 a.m. and 4:00 p.m. on official business days. **Proposal packages must be plainly marked with the RFP title and number, and must be in compliance with the specifications contained within.** The Board of Education will not be responsible for the premature opening of any proposal not so marked. Failure by the proposer to comply with the required documents as stated in the text of this request may result in the rejection of its proposal. The Board of Education reserves the right to reject any or all proposals, to waive immaterial informalities, or to accept any proposal which in its opinion will be in the best interest of the Board of Education.

General Administrative Requirements of the RFP:

- Conformance to Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.)
- Conformance to Affirmative Action
(Bidders are **required** to comply with N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27 et. seq.)
- Ownership Disclosure Law, PL 1977, C-33 (Assembly Bill No. 22)
- State of New Jersey Department of Treasury, Business Registration Certificate
- Other documents as required by the Watchung Borough Board of Education

Beverly Vlietstra
Interim Business Administrator/Board Secretary

Watchung Borough School District

1 Dr. Parenty Way
Watchung, NJ 07069
Phone: 908-755-8121
Fax: 908-755-6946

The Watchung Borough Board of Education (hereinafter the “Board”) is soliciting proposals for:

BOARD OF EDUCATION ARCHITECT FOR REFERENDUM SERVICES

A District information:

The Watchung Borough School District is a high performing grades PK-8 school district located in Watchung Borough, Somerset County, New Jersey, under the governance of a nine-member Board of Education. The district provides education to students who reside in Watchung, a small borough located just 30 miles outside New York City. The district operates two schools: Bayberry Elementary (grades PK-4) and Valley View Middle (grades 5-8). Current enrollment is approximately 680. Valley View was originally constructed in 1948. Bayberry was built in the late 1960s. Significant additions were constructed in 2003. The operating budget for 2022-23 is \$15,568,999. A referendum in the amount of \$15,734,488 was approved in a special election held on December 13, 2022.

Additional details about Watchung Borough School District, its programs, and the referendum projects may be found at watchungschools.com.

Scope of Services

Board of Education Architect for Referendum Services

B. Scope of Work

In accordance with N.J.S.A. 19:44A-20.4 et seq., Watchung Borough School District is requesting proposals from architectural firms in the State of New Jersey that wish to provide referendum architectural services for the referendum passed in 2022. Pursuant to Title 18A-18A-5(1) professional services are not required to be bid or advertised, and the Board is not required to award on the basis of lowest price. The Board will award based on criteria as outlined in this request for proposal. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

The Watchung Borough School District is requesting proposals from New Jersey licensed architects interested in providing Referendum Architectural Services for the District. The successful contractor must have a minimum of five (5) years experience in full architectural services for a NJ public school, including the programming, design, cost estimating, preparation of construction documents, reproduction costs, bid development, bid evaluation, construction administration, final inspection, and project acceptance for a New Jersey public entity. Proposals are being solicited through a fair and open process.

The Watchung Borough School District shall not be bound to use the appointed Architect for Referendum Services on all projects. The Board may obtain competitive pricing through either an RFP/RFQ or quotation process directly from other architectural or engineering firms for any projects approved by the Board when it is in the best interest of the Board.

C. Qualifications of Respondents - All submissions shall include the following minimum information:

- A. Name and resume of the lead architect to be assigned to perform the tasks required.
- B. Professional experience and education of the professional(s) to be assigned including a listing of experience with school districts similar in size and building age of the Watchung Borough School District. The District is requesting a minimum of five (5) years of professional experience with New Jersey Boards of Education.
- C. A statement concerning the ability of the firm/individual to perform tasks assigned by the District in a timely fashion.
- D. Professional licenses and certifications held by the individual(s) to be assigned.
- E. A description of the support staff available to the individual(s) to be assigned.
- F. Demonstrated knowledge of the NJ DOE facilities department.
- G. Demonstrated knowledge of district Long Range Facility Plan process.

D. Response to Questions. Questions which arise during the response preparation period regarding issues around this solicitation, purchasing and/or award should be directed to Beverly Vlietstra, Interim Business Administrator/Board Secretary at bvlietstra@watchungschools.us.

E. Submission of Proposals. The proposal must be submitted with the name and number of the proposal clearly marked on the envelope. The Board of Education will not accept faxed or emailed proposals.

F. Contract Period. The term of this contract shall begin within 10 days of the Board of Education approval (March 14, 2023) and remain in effect through the 2023 calendar year, subject to reapproval at the reorganization meeting in January 2024.

G. Presentation Package. The Watchung Borough Board of Education seeks from all participating respondents information that will assist the district in selecting the respondent who will provide the highest quality services at a fair and competitive price. All respondents shall prepare a presentation package to be submitted with the RFP. The following shall be included in the presentation package.

1. **Transmittal Letter** – Each respondent shall submit a transmittal letter with the RFP that identifies the person submitting the proposal and a commitment by that person to provide the service required by the Watchung Borough Board of Education.
2. **Description of Services** – All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents, by submitting a proposal, acknowledge that they fully understand the scope of work, activity, and service.
3. **Qualifications** – Qualifications, background, and experience of the architectural firm and professionals proposed to serve the Watchung Borough Board of Education.
4. **Credentials/Licenses** - Copies of current licenses and professional certifications and other credentials of the architectural firm and professionals proposed to work on the Watchung Borough Board of Education referendum projects.
5. **Fee Proposal** – All respondents shall submit a fee proposal that complements the service that is being requested.

H. Submission of RFP Package. All RFP proposal packages, including the letter of transmittal and the presentation package are to be addressed to:

Beverly Vlietstra, Interim Business Administrator/Board Secretary
Watchung Borough School District
1 Dr. Parenty Way
Watchung, NJ 07069

Respondents must include RFP Title and number clearly marked on the RFP package.

I. Procurement Process. Procurement for the services requested under this RFP will be conducted in accordance with the “Request For Proposal” provisions of the Public School

Contracts Law codified at N.J.S.A. 18A:18A-4.4 et seq. and related regulations at N.J.A.C. 5:34-4.2. Under the law, the Board is permitted to select the proposal that most closely matches the criteria established by the Board for the requested service. The Board's review will include a weighing of all factors in addition to a consideration of the fees to be charged. The District will utilize the following timeline during this process:

Advertisement of RFP	Friday, February 24, 2023
Due Date of RFP	Friday, March 3, 2023
Review of Proposals by District	March 3 – 6, 2023
Interviews of Proposers	March 7-13, 2023
Selection and Approval (BOE)	March 14, 2023

J. Conditions Applicable to RFP

Upon submission of a proposal in response to this RFP, the Proposer acknowledges and consents to the following conditions relative to the submission, review and consideration of its proposal:

1. All proposals shall become the property of the District and will not be returned.
2. All proposals will be made available to the public at the appropriate time, as determined by the District in accordance with law.
3. District Board/staff may interview those Proposers that have submitted proposals meeting the requirements of this RFP to gain greater insight into each proposal, **but under no circumstances** will the parties negotiate the terms and conditions of any proposal.
4. Any and all proposals not received by the Board by **1:00 pm on March 3, 2023** will be rejected.

The Board reserves, in its sole discretion, the following rights and options in accordance with the provisions of applicable law:

1. To determine whether the proposal complies or fails to comply with the terms of this RFP;
2. To waive any technical non-conformance with the terms of this RFP;
3. To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Proposers who have received a copy of this RFP;
4. To conduct investigations of any or all of the Proposers, as the Board deems necessary or convenient in order to clarify the information provided as part of the proposal and to request additional information to support the information included in any proposal; and
5. To suspend or terminate the procurement process described in this RFP in accordance with law.

K. Addenda or Amendments to RFP. During the period provided for the preparation of responses to this RFP, the Board may issue addenda to this RFP or clarify provisions of this RFP in response to written inquiries. No later than seven (7) days, Saturday, Sundays or

holidays excepted, prior to the date for acceptance of RFPs, addenda will be sent in writing via certified mail, certified facsimile transmission or delivery service to all Proposers who received copies of this RFP. All addenda will be considered to be a part of this RFP.

Any and all questions regarding this RFP must be submitted in writing to the Interim Business Administrator via email bvlietstra@watchungschools.us no later than **Thursday, March 2, 2023**.

L. Affirmative Action. The winning contractor shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., Affirmative Action Against Discrimination.

The Affirmative Action Questionnaire must be completed and submitted with the quotation proposal form. In lieu of the Questionnaire, the board will accept the Certificate of Employee Information Report as issued by the Department of Treasury.

Pursuant to N.J.A.C. 17:27-3.6 (a) (1) after notification of award, but prior to signing a construction contract, the contractor shall submit to the Public Agency Compliance Officer and the Division of Contract Compliance an initial project workforce report (Form AA-201) provided to the public agency by the Division for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7.

All bidders should familiarize themselves with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. **MANDATORY AFFIRMATIVE ACTION LANGUAGE GOODS & SERVICES CONTRACTS-Exhibit A**, if awarded a contract, your company/firm will be required to comply with the above requirements.

All relevant questions should be addressed to:

Division of Contract Compliance/EEO
Department of the Treasury / P.O. 209
Trenton, New Jersey 08625-0209

M. Anti-Bullying bill of rights-reporting of harassment, intimidation and bullying-contracted service. The contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

N. Anti-Discrimination Provisions-N.J.S.A. 10:2-1. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials,

equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L. [1985, c.490](#) (C.18A:18A-51 et seq.).

O. Authorization to Work. (Notice to Proceed) – Purchase Order Required. No work shall commence and no service shall be rendered unless the successful firm receives an approved purchase order authorizing the firm to begin the project or render the service.

P. Business Registration Certificate (N.J.S.A. 52:32-44). Pursuant to N.J.S.A. 52:32-44 as amended, all bidders or companies providing responses for requested proposals, are requested to submit with their response package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey.

The Watchung Borough Board of Education requests that all respondents for this bid/proposal submit a current New Jersey Business Registration Certificate with the bid/proposal. All respondents are urged to submit with their response, a copy of their firm’s New Jersey Business Registration Certificate. Failure to submit the Certificate prior to the award of contract will result in the rejection of the proposal.

Q. Examination of Site. Each contractor 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 School Business Administrator/Board Secretary 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 contractor 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 contractor 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 contractor 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 contractor 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.

R. Iran Disclosure of Investment Activities – (N.J.S.A. 18A:18A-49.4). The Watchung Borough Board of Education, pursuant to N.J.S.A. 18A:18A-49.4, shall implement and comply with Public Law 2012, c.25, Disclosure of Investment Activities in Iran—N.J.S.A. 52:32-55 et seq. 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 a certification attesting, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Divisions website

<http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>.

If the Board determines that a person or entity has submitted a false certification concerning its engagement in investment activities in Iran under section 4 of P.L.2012, c.25 (C.52:32-58), the board shall report to the New Jersey Attorney General the name of that person or entity, and the Attorney General shall determine whether to bring a civil action against the person to collect the penalty prescribed in paragraph (1) of subsection a. of section 5 of P.L.2012, c.25 (C.52:32-59).

In addition, bidders 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 on the lower portion of the enclosed form. The Board has provided within the specifications, a Disclosure of Investments Activities certification form for all persons or entities, that plan to submit a bid, respond to a proposal, or renew a contract with the board, to complete, sign and submit with the proposal. **Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the bid/proposal shall be cause for rejection of the proposal.**

S. Insurance and Indemnification. The firm 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:

Professional Liability	\$2,000,000
Errors & Omissions	\$1,000,000
Workers’ Compensation	Statutory

T. Non-Collusion Affidavit. A notarized Non-Collusion Affidavit shall be submitted with the bid/proposal. The bidder/respondent has to certify that he has not directly or indirectly, entered into

any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, 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 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 bid. The respondent has to 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 the respondent. The Watchung Borough Board of Education has provided a Non-Collusion Affidavit form here within the specifications package. All respondents are to complete, sign, have the signature notarized and submit the form with the proposal response. **Failure to submit the Non-Collusion Affidavit with the proposal may be cause for the disqualification of the proposal.**

U. Payments. Every effort will be made to pay vendors and contractors within thirty (30) to sixty (60) days provided the Board of Education receives the appropriate documentation including but not limited to:

- Signed voucher by professional
- Invoices (detailed)

Payment will be rendered upon completion of services or delivery of full order to the satisfaction of the Board of Education, unless otherwise agreed to by written contract or mandated by State Law. The Board may, at its discretion make partial payments. All payments are subject to approval by the Board of Education at a public meeting. Payment may be delayed from time to time depending on the Board of Education meeting schedule.

V. Prompt Payment. The Board of Education will provide payment in accordance with the “Prompt Payment” law as codified in N.J.S.A. 2A:30A-1 et seq. All payments to contractors are subject to approval by the Board of Education at a public meeting. The Board of Education generally holds its Regular Public Meetings once per month on Tuesdays. All bills submitted to the Board for approval and payment pursuant to N.J.S.A. 2A:30A-1 et seq. must comply with the following provisions. The “billing date” shall be the date that the contractor signs the certification on the voucher/purchase order that the work has been performed. These bills include all bills for improvements to real property and contracts for engineers, architects, surveyors, design or skilled services relating to construction work. Bills that are required to be approved by an engineering or architecture firm (prior to submission to the Board for approval) for purposes of confirmation of successful completion of construction work, shall be approved or disapproved within twenty (20) days of submission of same to the architect or engineer. If bills are disapproved or monies withheld from payment, the notice of the reason for same shall be given within the same twenty (20) days to the contract. The Board must approve payment of all bills. For the Board to consider a bill for approval it must be submitted to the Board Business Administrator at least two weeks prior to a scheduled/or re-scheduled Board meeting date.

V. Prompt Payment (continued). If the Board, or any agent or officer of the Board, determines that the bill is not approved then notice of the disapproval shall be sent to the contractor with five (5) days of the Board meeting on which the bill was listed for approval. If

the bill is approved by the Board, then payment shall be made to the contractor with seven (7) days of the Board meeting as per the “payment cycle.”

W. Political Contribution Disclosure Requirements. A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity’s responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

Chapter 271 Political Contribution Disclosure Form

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.

The Watchung Borough Board of Education has provided a Chapter 271 Political Contribution Disclosure Form within the specifications package for use by the business entity. The Board has also provided a list of agencies to assist the contractor. 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 Chapter 271 Political Contribution Disclosure 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.

POLITICAL CONTRIBUTIONS/AWARD OF CONTRACTS

Pursuant to N.J.A.C. 6A:23A-6.3 (a) (1-4) please note the following:

Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a) (1)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to a member of the board of education during the preceding one year period.

Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:23A-6.3 (a) (2-3)

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

“When a business entity referred in 4.1(e) is a natural person, contribution by that person’s spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.”

Chapter 271 Political Contribution Disclosure Form – Required -- N.J.A.C. 6A:23A-6.3 (a) (4)

All business entities shall submit with their bid/proposal package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the Board to determine whether the business entity is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a) (2) Award of Contract.

The Chapter 271 Political Contribution Disclosure form shall be submitted with the response to the bid/proposal or no later than ten (10) days prior to the award of contract. Failure to provide the completed and signed form shall be cause for disqualification of the bid/proposal.

X. Forms. Each Proposer must also submit the following forms with its proposal:

1. Proposal Form (attached)
2. New Jersey Business Registration Certificate
3. Political Contribution disclosure forms (attached)
4. Non-Collusion Affidavit (attached)
5. Affirmative Action documents (attached)
6. Affirmative Action Certificate
7. Ownership disclosure form (attached)
8. Iran activity disclaimer form (attached)

Y. Selection Criteria. The Board will evaluate the proposals utilizing the following criteria: the Proposer’s technical ability, level of experience, overall management and Cost.

Technical – 30%

The Board will consider the Proposer's approach to managing multiple projects (methodology and proposed process); and the Proposer's description as to how it will provide the listed services offered. The Board will review the following items in evaluating the technical proficiency of each proposal:

- Does the proposal demonstrate a clear understanding of the scope of work and related objectives?
- Is the proposal complete and responsive to the RFP requirements?
- Has the past performance of the proposer's methodology been documented?
- Does the proposal use innovative technology and techniques?

Experience and Ability – 25%

The Board will take into consideration the number of clients served; the number of New Jersey Public School districts served, including the number of school districts that are approximately the same size as the Watchung Borough School District; and will analyze the resumes of the partners, officers and staff who will be assigned. Additionally, the Board will review the following items in evaluating experience:

- Does the proposer demonstrate a record of reliability?
- Does the proposer demonstrate a track record of service as evidenced by on-time, and within the budget framework of the entities serviced?
- Does the proposer document industry experience?
- Does the proposer document the experience of personnel working in similar work at public school districts in New Jersey?

Management – 20%

The Board will review the overall management structure of Proposer's firm and the Proposer's ability to attend any district or Board meetings as requested by the Board and/or the Superintendent or designee. Additionally, the Board will review the following items in evaluating the management of the proposer:

- Is there an overall management plan provided with the proposal?
- Does the proposer have a record of moral integrity?
- Does the proposer have a record of providing experienced lead architects from start to finish and is this documented?

Cost – 25%

The Board will review the submitted fee proposal to perform the services requested for the initial term of the contract, along with hourly rates for any additional work to be performed at the request of the Board, including rates for each level of staff that may be assigned.

Proposers must agree to interviews and/or presentations before the Board of Education and any Board sub-committee prior to award of the contract. Any such presentation will

be for informational purposes only, and under no circumstances will the parties negotiate a change in the contract.

Z. Award. All proposals will be evaluated on price and other factors, as outlined earlier in this document. No proposal will be considered unless it is timely filed. The Board reserves the right to reject any proposal, to waive informalities, and to accept any proposal which is in the best interest of the District as determined by the Board. Interviews may be scheduled as determined by the Board. The Board intends to appoint the successful firm at its March 14, 2023 board meeting, with commencement within 10 days.

FORMS

WATCHUNG BOROUGH SCHOOL DISTRICT
Request For Proposal Quotation Form

Board of Education Architect for Referendum Services

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

Quotation Due Date: **Friday, March 3, 2023, 1:00 pm**

Date _____

Name of Company _____

Address _____

City, State, Zip Code _____

Federal Tax ID Number _____

Phone Number () _____ Extension _____

Fax No. () _____ E-Mail _____

Authorized Agent _____ Title _____

BASE QUOTE

We the undersigned will furnish material, equipment and services necessary to the Watchung Borough School District, in strict accordance with the request for proposal.

HOURLY BILLING RATES

Principal Architect _____

Architect/Designer _____

CAD Operator _____

Jr. Draftsman _____

Clerical/Administrative Staff _____

Other (List) _____

Other (List) _____

Agent's Signature _____ Date _____

EXHIBIT A
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, upgrading, 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 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. 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/](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.

(Revised: January, 2016)

EXHIBIT B

AFFIRMATIVE ACTION QUESTIONNAIRE

Quotation No. **WBSD-ARS23**

Quotation Date: **Friday, March 3, 2023**

This form is to be completed and returned with the bid. However, the Board will accept in lieu of this Questionnaire, Affirmative Action Evidence Employee Information Report stapled to this page.

1. Our company has a federal Affirmative Action Plan approval. Yes No
If yes, please attach a copy of the plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report Yes No
If yes, please attach a copy of the certificate to this questionnaire.

3. If you answered “**NO**” to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

www.state.nj.us/treasury/contract/compliance/

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit
EEO Monitoring Program P.O. Box 206
Trenton, NJ 08625-0206

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

Name: _____

Signature _____

Title _____ Date _____

Name of Company _____

Address _____

City, State, Zip _____

Watchung Borough Board of Education
Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed \$17,500.00)
Ref. N.J.S.A. 19:44A-20.26

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

Reportable Contributions

<u>Date of Contribution</u>	<u>Amount of Contribution</u>	<u>Name of Recipient Elected Official/ Committee/Candidate</u>	<u>Name of Contributor</u>

The Business Entity may attach additional pages if needed.

No Reportable Contributions (Please check (✓) if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

I certify, that the information provided above is in full compliance with Public Law 2005—Chapter 271.

Name of Authorized Agent _____

Signature _____ **Title** _____

Business Entity _____

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.**

¹ 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."

P.L. 2005, c.271

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint*)

AN ACT authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

40A:11-51 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

19:44A-20.26 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefor, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent

authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, 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, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section: "business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; "interest" means the 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, as appropriate; and "State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

19:44A-20.13 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a 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. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and

"interest" means the 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, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

(4) This act shall take effect immediately.

* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 19:44A-20.26.

INSERT LIST OF AGENCIES IN YOUR
COUNTY AND LEGISLATIVE
DISTRICT(S)

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number:

Bidder/Offeror:

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

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 neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he 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 party

PLEASE CHECK THE APPROPRIATE BOX:

I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates 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 bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. 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. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name	<input type="text"/>	Relationship to Bidder/Offeror	<input type="text"/>
Description of Activities	<input type="text"/>		
Duration of Engagement	<input type="text"/>	Anticipated Cessation Date	<input type="text"/>
Bidder/Offeror Contact Name	<input type="text"/>	Contact Phone Number	<input type="text"/>

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):

Signature:

Do Not Enter PIN as a Signature

Title:

Date:

NON-COLLUSION AFFIDAVIT

Architect of Record

Quote No. **WBSD-ARS23**

Quotation Date: **Friday, March 3, 2023**

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

In 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 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 _____, _____ **- Seal -**
Month Day Year

STATEMENT OF OWNERSHIP DISCLOSURE

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 completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

City, State, ZIP: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II Check the appropriate box

- 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. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- 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 no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

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

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II other than for any publicly traded parent entities referenced above. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **ANYTOWN Board of Education** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Board of Education** to notify the **Board of Education** in writing of any changes to the information contained herein; 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 am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **Board of Education** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.