LAKEWOOD BOARD OF EDUCATION
200 Ramsey Avenue
Lakewood, New Jersey 08701

QUOTATION REQUEST

Goods and Services

Quotation No: Q01-1617

Towing Services of Vehicles Used for Pupil Transportation

Quotation Due Date:

Thursday, May 5, 2016
10:30 A.M.

ETHICS IN PURCHASING

Statement to Vendors

School District Responsibility

Recommendation of Purchases

It is the desire of the Lakewood 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 Lakewood Board of Education or anyone proposing to do business with the Lakewood School District.

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Lakewood Public School District, 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 Lakewood Public School District 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 Lakewood Public School District, 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 official or employee of the Lakewood Board of Education or immediate family members 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 Lakewood Board of Education.

Thaddeus Thompson
School Business Administrator/Board Secretary

TECHNICAL SPECIFICATIONS

Towing Services of Vehicles Used for Pupil Transportation

INTENT:

The Lakewood School District wishes to retain a contractor to provide for Towing Services of Vehicles Used for Pupil Transportation for all district owned vehicles.

BIDDER QUALIFICATIONS:

1. The contractor shall be licensed to perform Towing Services of Vehicles Used for Pupil Transportation in the state of New Jersey and shall have been operating said Towing Services of Vehicles Used for Pupil Transportation for a minimum period of 3 years.

2. The contractor must have prior experience on the maintenance and repairs of schools vehicles, both Type I and Type II. Proof of experience must be provided with the proposal that is submitted.

3. The Contractor shall also have knowledge of the New Jersey Department of Education school bus regulations and specifications.

4. The Contractor shall be able to supply the Board of Education (BOE) with a Certificate of Insurance (COI) that names the Lakewood Township BOE as an additional insured.

5. Partial bids will not be accepted.

CONTRACTOR REQUIREMENTS:

1. Contractor shall respond for Towing Services of Vehicles Used for Pupil Transportation from any point within Lakewood Township within thirty (30) minutes from the time the contractor receives the call for service. Service shall be available 24 hours a day, seven (7) days a week. The contractor must supply an emergency phone number to be used after hours (when company is closed).

2. The contractor shall comply with all procedural instructions that may be issued from time to time by the Transportation Coordinator, or her designee.

3. Contractor shall take all necessary measures to protect the condition of the District vehicles being transported (towed).

4. Contractor must sign in and out of BOE property each time he is on the premises.

5. No sub-contractor to successful bidder is acceptable.

6. Contractor shall require that all employees wear an identification badge naming the company, and the employee's name.

7. Complaints for services covered under this contract must be addressed within 8 hours of notice by the District, and at no additional cost to the District.

8. Upon completion of each service, the Transportation Coordinator, or her designee, shall receive a written report/invoice indicating the service performed, to include location of inoperable vehicle where hookup occurred, mileage to drop of location, and the name of the drop off location.

1. Award Procedure

The Board of Education will be making only one award. By submitting a quote, the respondent acknowledges their ability to provide the required service for the current vehicles noted on the attached vehicle listing (Attachment A). The District will be purchasing and placing into service 20 additional large buses (54 Passenger), and 10 mini-buses (16-24 Passenger) for the 2016-17 school year (July1, 2016 – June 30, 2017).

The contract will be from July 1, 2016 to June 30, 2017. Contract may be extended for a maximum two (2) additional one (1) year extensions. Any price change included as part of this extension shall be based upon the price of the original contract as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the Consumer Price Index (CPI) rate for the 12 months preceding the most recent quarterly calculation available at the time the contract is renewed and the terms and conditions of the contract remain substantially the same per 18A:18A-42.

2. Failure to Perform - Termination

If the contractor fails to perform within the specifications of this contract or the contractor becomes insolvent, or if a petition of bankruptcy is filed by or with respect to the contractor, the Lakewood Board of Education may terminate the contract without liability to the Lakewood Board of Education. If in the opinion of the Lakewood Board of Education, the contractor is performing unsatisfactorily, the Board may at any time within the terms of this contract, ten (10) days written notice to correct, and if not corrected immediate termination of the contract.

Again, the contract year(s) run from July 1st to June 30th.

LAKEWOOD BOARD OF EDUCATION
BUSINESS OFFICE

TO: All Vendors

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Lakewood Board of Education only recognizes purchases made through the approved purchase order process. All purchases require a:

Written Purchase Order with authorized signatures and a Purchase Order Number.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Vendors' Responsibility

- **Do NOT Honor Requests!**

  Vendors are not to honor or accept any requests for goods or services unless the vendor receives a **written purchase order with authorized signatures and a purchase order number.**

- **Contact the Business Office!**

  Please alert Diane Piasentini, Assistant Purchasing Agent at 732-364-2400 X7019, if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

  The Lakewood Board of Education will not be held responsible for any unauthorized orders or purchases.

Authorized Signatures

The Lakewood Board of Education will only recognize purchase orders signed by:

Thaddeus Thompson
School Business Administrator/Board Secretary

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701

Quotation Proposal Form

Towing Services of Vehicles Used for Pupil Transportation

Quotation Number: **Q01-1617** Quotation Due Date: **Thursday, May 5, 2016 @ 10:30 A. M.**

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

a. Total Cost Per Tow within Lakewood Township (July 1, 2016 – June 30, 2017)
Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

Total Cost Per Tow outside of Lakewood Township but within 50 miles of the Lakewood Township border (July 1, 2016 – June 30, 2017)
Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

Additional Cost for Flat Bed Service Per Tow (if requested) (July 1, 2016–June 30, 2017)
Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

b. Total Cost Per Tow within Lakewood Township (July 1, 2017 – June 30, 2018)
Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

Total Cost Per Tow outside of Lakewood Township but within 50 miles of the Lakewood Township border (July 1, 2017 – June 30, 2018)
Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

Additional Cost for Flat Bed Service Per Tow (if requested)(July 1, 2017 – June 30, 2018)
Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

c. Total Cost Per Tow within Lakewood Township (July 1, 2018 – June 30, 2019)
Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

Total Cost Per Tow outside of Lakewood Township but within 50 miles of the Lakewood Township border (July 1, 2018 – June 30, 2019)

Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

Additional Cost for Flat Bed Service Per Tow (if requested) (July 1, 2018 – June 30, 2019)
Large Bus (54 Passenger) .....$_____
Mini-bus (19-24 Passenger with or without wheelchair option) .....$_____
Dodge Caravans (Mini-vans).....$_____

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 _____

Optional
Please put our company's Bid/Quote Number _____ on all purchase orders to ensure correct pricing.

All quotations must be received no later than **Thursday, May 5, 2016 @ 10:30 A. M.** All quotations are to be sent to:

Thaddeus Thompson
School Business Administrator/Board Secretary
200 Ramsey Avenue
Lakewood, New Jersey 08701
Phone # 732-905-7057

Quotation documents may be faxed to the district however an original copy must be mailed or delivered to the above address.

QPF – 1

ATTACHMENT - A

TRANSPORTATION VEHICLES					
VEHICLE #	YEAR	MAKE	MODEL	VIN	
101	2010	CHEVY	EXPRESS 3500	1GBJG31K891167459	GAS
102	2015	CHEVY	MID BUS	1GB6G5BL4D1189332	DIESEL
103	2017	THOMAS	B1 W/C	1GB6G5BG1F1287059	GAS
104	2017	THOMAS	O51 W/C	1GB6G5BG6F1286912	GAS
105	2017	THOMAS	B1 W/C	1GB6G5BG0F1286792	GAS
201	2014	DODGE	CARAVAN	2C4RDGBG6ER167801	GAS
202	2014	DODGE	CARAVAN	2C4RDGBG2ER167794	GAS
203	2014	DODGE	CARAVAN	2C4RDGBG4ER167795	GAS
204	2014	DODGE	CARAVAN	2C4RDGBG6ER167796	GAS
205	2014	DODGE	CARAVAN	2C4RDGBG8ER167797	GAS
206	2014	DODGE	CARAVAN	2C4RDGBGXER167798	GAS
207	2014	DODGE	CARAVAN	2C4RDGBG1ER167799	GAS
208	2014	DODGE	CARAVAN	2C4RDGBG4ER167800	GAS
1	2014	INTERNATIONAL	IC/CE	4DRBUAAP2EB338098	DIESEL
1501	2015	INTERNATIONAL	IC/CE	4DRBUAAP0FB585802	DIESEL
1502	2015	INTERNATIONAL	IC/CE	4DRBUAAP2FB585803	DIESEL
1503	2015	INTERNATIONAL	IC/CE	4DRBUAAP4FB585804	DIESEL
1504	2015	INTERNATIONAL	IC/CE	4DRBUAAP6FB585805	DIESEL
1505	2015	INTERNATIONAL	IC/CE	4DRBUAAP8FB585806	DIESEL
1506	2017	THOMAS	C2CS	4UZABRDU9HCHS9560	DIESEL
1507	2017	THOMAS	C2CS	4UZABRDU2HCHS9559	DIESEL

GENERAL CONDITIONS

A. Affirmative Action

The winning quoter shall be required to comply with 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 a copy of a current Certificate of Employee Information Report.

B. Award of Contract

The Board of Education intends to award the contract to the lowest responsible quoter, in full accordance with N.J.S.A. 18A:18A-37(a).

☐ The Board intends to award the contract to the lowest quoter on a **line by line basis** based on the cost for the first year.
☒ The Board intends to award the contract to the lowest quoter based upon the **lowest total quotation received**. The Board will TOTAL the Cost per Tow within Lakewood Township, and the Cost for Tow outside of Lakewood Township for the 2016-17 school year (Base Year) to arrive at the respondent's total price for award comparison purposes.

C. Business Registration Certificate (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004--Chapter 57, all vendors submitting a quotation shall submit with their quotation package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury. Failure to provide the New Jersey Business Registration Certification prior to the award of contract, will be cause for the rejection of the entire quotation.

Goods and Services Contracts

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: **1)** The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; **2)** prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; **3)** during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

D. Coordination of Activities

All activities with reference to this quotation were requested through:

Tara Vazquez/Transportation Coordinator
732-364-2400 X7060

E. Documents to be Submitted—Original Signature; BLUE Ink

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

1. Affirmative Action Questionnaire or Certificate of Employee Information;
2. Chapter 271 Political Contribution Disclosure Form ;
3. Disclosure of Investment Activities in Iran Form;
4. New Jersey Business Registration Certificate (required prior to award of contract);
5. Non-Collusion Affidavit;

6. Quotation Proposal Form;
7. Stockholders' Disclosure Statement; and
8. Vendor Questionnaire/Certification

F. Equal Prices

Pursuant to N.J.S.A. 18A:18A-37(d) when two or more quoter(s) 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.

G. Insurance and Indemnification ☒ **REQUIRED** ☐ NOT REQUIRED

The bidder 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:

Lakewood Board of Education
c/o The Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701

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

"Lakewood 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
Contract Liability	Same as General Liability
Automobile Liability	$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, attorneys 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 and the performance by contractor of services under the contract or by a party for

whom the contractor 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.

H. Iran Disclosure N.J.S.A. 18A:18A-49.4

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. 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.

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.

Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the bid shall be cause for rejection of the bid.

I. Non-Collusion Affidavit

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

J. 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 vendor; and
- Invoices.

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 N.J.S.A. 18A:18A-40.1. The Board may, at its discretion may 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.

Invoices

The invoice clearly outlines the services rendered and the date(s) the services were rendered.

- The invoice must include the full name and address of the company.
- The invoice must include the purchase order number from the board of education.
- The invoice must have the company's invoice number that may be used as reference.
- The invoice must list the services rendered.
- The invoice must be submitted to the Business Office.
- Invoices must be submitted within thirty (30) days of service.

K. Political Contribution Disclosure – Requirements

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

L. Political Contribution Disclosure Form – Chapter 271

In accordance with N.J.S.A. 52:34-25, part of Public Law 2005—Chapter 271, all business entities (vendors) who receive contracts with the Lakewood Board of Education in excess of $17,500.00 must complete and submit a Chapter 271 **Political Contribution Disclosure Form** prior to the award of contract.

This quotation package provides the following:

1. Public Law 2005—Chapter 271 Pay to Play Law
   The law highlights what political contributions must be disclosed.
2. Chapter 271 Political Contribution Disclosure Form
   This form must be completed and submitted with this quotation.

M. Political Contribution Disclosure Statement – Pay to Play

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.

N. Price Guarantee—Ninety (90) Days

The winning quoter shall guarantee all prices for the period of ninety (90) days from the quotation due date.

O. Purchase Authorization; Purchase Order Required

No goods, materials, supplies, equipment, etc., may be sent or delivered to the Board of Education, nor services rendered, unless the vendor has in his possession a signed Board of Education purchase order with a purchase order number authorizing the purchase.

P. Quotation Due Date

All quotations are to be received by the Lakewood Board of Education no later than **Thursday, May 5, 2016** at **10:30 A. M.** Quotations are to be sent to:

Thaddeus Thompson
LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701
FAX No. 732-905-3687

Quotation proposal forms and all documents may be faxed before the deadline with a hard copy to be mailed or delivered to the business office.

Q. Quotation Proposal Form

All prices are to be written in by typewriter or **BLUE INK** in a legible manner on the official Quotation Proposal Form. Any price showing any erasure or alteration must be initialed by the vendor in ink, at the right margin next to the altered entry. Failure to initial any erasure or alteration may be cause to disqualify that particular bid entry. If the disqualified entry is a required one, the entire quotation may be subject to rejection, so please fill out all entries with care.

The Quotation Proposal Form must be duly signed by the authorized representative of the company in the appropriate space, at the end of the Quotation Form. ***Failure to sign the Quotation Proposal Form may be cause to disqualify the entire quotation.*** If the Quotation Proposal Form contains more than one sheet, then vendors are requested to affix the company name and address on each intervening sheet between the front sheet and the signature sheet which already bear the company information.

The Lakewood Public School District will not consider any price on which there is any alteration to, or departure from, the specifications. Vendors are not to make any changes on the Quotation Proposal Form, or qualify their prices with conditions differing from those defined in the contract documents. If vendors do make changes on the Quotation Proposal Form, except as noted above for initialed clerical mistakes, it shall be cause to disqualify that particular price as non-responsive N.J.S.A. 18A:18A-2(y).

By submitting a proposal, the vendor 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.

Each vendor submitting a price for a service contract shall include in his 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. Vendors are to submit one price per item. The District will not accept multiple prices on individual items.

Bidders are to submit one bid price per item. The Board will not accept multiple bids on individual basis, nor will the Board accept a "bottom line" or "all or none" quote subject to the quoter receiving the entire contract.

R. Stockholder's Disclosure

All bidders are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership, who own 10% or greater interest herein, as the case may be. If one or more such stockholder or partner is itself a corporation

or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partners 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

S. Taxes

As a New Jersey governmental entity, the Board of Education is exempt from the requirements under New Jersey state sales and use tax (N.J.S.A. 54:32B-1 et seq.), and does not pay any sales or use taxes. Bidders should note that they are expected to comply with the provisions of said statute and the rules and regulations promulgated thereto to qualify them for examinations and reference to any and all labor, services, materials and supplies furnished to the Lakewood Board of Education. Contractors may not use the Board's tax exempt status to purchase supplies, materials, service or equipment.

T. Vendor Questionnaire/Certification

The attached Vendor Questionnaire/Certification form must be completed and submitted with the quotation.

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, .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 regulation promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents: Letter of Federal Affirmative Action Plan Approval;
Certificate of Employee Information Report; or
Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http:// www.state.nj.us/treasury/contract_compliance/.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

To be completed and signed below. *Return With Quote*

AFFIRMATIVE ACTION QUESTIONNAIRE

Quotation No. Q01-1617 **Quotation Date: Thursday, May 5, 2016 @ 10:30 A.M.**

This form is to be completed and returned with the quote. 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.

2. 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 Public Contracts/EEO Compliance
P.O. Box 209
Trenton, NJ 08625-0002

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 _____

Quotation Title: **Towing Services of Vehicles Used for Pupil Transportation** Quotation No: **Q01-1617**

LAKEWOOD BOARD OF EDUCATION
Business Office
200 Ramsey Avenue
Lakewood, New Jersey 08701

Chapter 271
Political Contribution Disclosure Form
(Contracts that Exceed $17,500.00)
Ref. N.J.S.A. 52:34-25

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

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

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-l 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.

52:34-25 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-l 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. 52:34-25.

Quotation Title: **Towing Services of Vehicles Used for Pupil Transportation** Quotation No: **Q01-1617**

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

County Name: Ocean
State: Governor, and Legislative Leadership Committees
Legislative District #s: 9, 10, & 30
State Senator and two members of the General Assembly per district.

County:
Freeholders County Clerk Sheriff Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Barnegat Light Borough
Barnegat Township
Bay Head Borough
Beach Haven Borough
Beachwood Borough
Berkeley Township
Brick Township
Dover Township
Eagleswood Township
Harvey Cedars Borough
Island Heights Borough
Jackson Township
Lacey Township
Lakehurst Borough
Lakewood Township
Lavallette Borough
Little Egg Harbor Township
Long Beach Township
Manchester Township
Mantoloking Borough
Ocean Gate Borough
Ocean Township
Pine Beach Borough
Plumsted Township
Point Pleasant Beach Borough
Point Pleasant Borough
Seaside Heights Borough
Seaside Park Borough
Ship Bottom Borough
South Toms River Borough
Stafford Township
Surf City Borough
Tuckerton Borough

Boards of Education (Members of the Board):

Barnegat Township
Bay Head Borough
Beach Haven Borough
Berkeley Township
Brick Township
Central Regional
Eagleswood Township
Island Heights Borough
Jackson Township
Lacey Township
Lakehurst Borough
Lakewood Township
Lavallette Borough
Little Egg Harbor Township
Long Beach Island
Manchester Township
Mantoloking
Ocean Gate Borough
Ocean Township
Pinelands Regional
Plumsted Township
Point Pleasant Beach Borough
Point Pleasant Borough
Seaside Heights Borough
Seaside Park Borough
Southern Regional
Stafford Township
Toms River Regional
Tuckerton Borough

Fire Districts (Board of Fire Commissioners):

Brick Township Fire District No. 1
Brick Township Fire District No. 2
Brick Township Fire District No. 3
Dover Township Fire District No. 1
Dover Township Fire District No. 2
Jackson Township Fire District No. 1
Jackson Township Fire District No. 2
Jackson Township Fire District No. 3
Jackson Township Fire District No. 4
Lakewood Township Fire District No. 1
Little Egg Harbor Township. Fire District No. 1
Little Egg Harbor Township Fire District No. 2
Little Egg Harbor Township Fire District No. 3
Plumsted Township Fire District No. 1

To be completed and signed below. *Return With Quote*

Lakewood Board of Education
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: Q01-1617 **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/Chapter25Listpdf. 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,** 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 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 box below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION.

Name: _____ Relationship to Bidder/Offeror

_____

Description of Activities

_____

_____

_____

Duration of Engagement _____ Anticipated Cessation Date

_____

Bidder/Offeror Contact Name _____ Contact Phone Number

_____

(form continued on next page) ➔➔➔

To be completed and signed below. *Return With Quote*

Lakewood Board of Education
STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 State of New Jersey 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 State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):_____ Signature

_____

Title: _____ Date:

_____

Name of Company: _____ City/State/Zip:

_____

To be completed and signed below. *Return With Quote*

NON-COLLUSION AFFIDAVIT

Towing Services of Vehicles Used for Pupil Transportation

Re: Quotation for the Lakewood Board of Education. Quote No. **Q01-1617**

STATE OF_____) Quotation Date: **Thursday, May 5, 2016 @ 10:30 A.M.**
: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_____ of
Position in Company

the firm of _____ and the respondent making the quotation for the above names contract, and that I executed the said Quotation 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 _____ 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

To be completed and signed below. *Return With Quote*

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP

Towing Services of Vehicles Used for Pupil Transportation

Re: Quotation for the Lakewood Board of Education.

Quote No.: **Q01-1617** Quotation Date: **Thursday, May 5, 2016 @ 10:30 A.M.**

Please check one type of Ownership, complete the form, and execute where provided.

☐	Corporation--	☐	Limited Partnership--
☐	Partnership--	☐	Limited Liability Corp.--
☐	Sole Proprietorship--	☐	Limited Liability Partnership--
☐	Sub Chapter S Corp.--	☐	Other-_____

No corporation "or partnership" shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any material or supplies, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission which exercises governmental functions, unless prior to the receipt of the quote or accompanying the quote of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own a 10% or greater interest therein, as the case may be." If one or more such stockholder "or partner" is itself a corporation "or partnership", the stockholder holding 10% or more of that corporation "or partnership" the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH RESPONDENT. In the event that there are no persons who own ten percent or more of the stock or ownership of the bidder, then such fact should be certified below as part of this disclosure.

Name of Company _____

Address _____

City, State, Zip _____

List of Owners with Ten Percent (10%) or More Interest

Owner's Name	Home Address	Title/Office Held	Percent (%) of Partnership Shares Owned

NOTE: If you need more space than that provided above, please use an extra sheet for furnishing the above required information for any remaining persons or entities.

Signature _____ ***Date*** _____

(form continued on next page) ➔➔➔

To be completed and signed below. *Return With Quote*

STOCKHOLDER/PARTNERSHIP DISCLOSURE AND STATEMENT OF OWNERSHIP (cont.)

If your firm is not a corporation and/or partnership, please explain below how your firm is organized and include a list of the various principals.

Our firm, _____, is organized

_____

_____

Names of Principals Title

_____

_____

_____

_____

_____

Use additional paper if needed. Check here ☐ if additional sheets are attached.

Name of Company_____

Address_____

City, State, Zip_____

Authorized Agent_____Title_____

_____
SIGNATURE OF AUTHORIZED AGENT

To be completed and signed below. *Return With Quote*

Vendor Questionnaire/Certification

Towing Services of Vehicles Used for Pupil Transportation

Quotation Number: **Q01-1617** Quotation Date/Time: **Thursday, May 5, 2016 @ 10:30 A.M.**

Name of Company _____

Street Address _____ PO Box _____

City, State, Zip _____

Business Phone Number (____)_____ Ext. _____

Emergency Phone Number (_____)_____

FAX No. (____)_____ E-Mail _____

FEIN No. _____

Years in Business _____ Number of Employees _____

References – Work previously done for School Systems in New Jersey

Name of District	Address	Contact Person/Title	Phone
1.			
2.			
3.			

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the Lakewood Board of Education, nor any officer or employee or person 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 Lakewood 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 Lakewood Board of Education.

Vendor Contributions

I declare and certify that I fully understand N.J.A.C. 6A:23A-6.3(a)(1-4) 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 of Authorized Agent ***SIGNATURE***