LAKEWOOD BOARD OF EDUCATION
LAKEWOOD, NEW JERSEY 08701

Goods and Services

Bid Specifications & General Requirements

CLEANING SERVICE FOR NONPUBLIC SCHOOLS

Bid No: 09-2021

Tuesday, October 20, 2020
Bid Opening Date

10:00 a.m.
Bid Opening Time

KEVIN CAMPBELL
Assistant School Business Administrator/Board Secretary

Federal Funds

Federal Funds

LAKEWOOD BOARD OF EDUCATION

LAKEWOOD, NEW JERSEY 08701

Federal Funds **REQUEST FOR BIDS** **Federal Funds**

Bid Advertisement

The Lakewood Board of Education of Lakewood, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a) (b) and Federal Regulations 2 CFR 200.320 (c) (2)

BID 09-2021

CLEANING SERVICE FOR NONPUBLIC SCHOOLS

All necessary bid specifications and bid forms may be secured upon written request to:

KEVIN CAMPBELL
Assistant School Business Administrator/Board Secretary
Lakewood Board of Education
200 Ramsey Avenue
Lakewood, New Jersey 08701
E-mail: dpiasentini@lakewoodpiners.org

Specifications and instructions to potential respondents may be obtained by e-mail to **dpiasentini@lakewoodpiners.org**

Bids must be sealed and delivered to the Office of the Assistant School Business Administrator of Lakewood Board of Education ***on or before*** date and time indicated below. The envelope to bear the following information:

Title: **CLEANING SERVICES FOR NONPUBLIC SCHOOLS**
Bid No.: **09-2021**
Name and Address of the Bidder
Date: **Tuesday, October 20, 2020**
Time: **10:00 a.m.**

Location of Bid Opening;

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

On the advertised date and time, the Assistant School Business Administrator/Board Secretary shall receive and open all bids via an online live streaming bid opening process at the Board Offices, 200 Ramsey Avenue, Lakewood, New Jersey 08701.

No bids shall be received after the time designated in the advertisement.

The Board of Education does not accept electronic (e-mail) submission of bids at this time.

All respondents are 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.

The district shall not be responsible for the loss, non-delivery, late delivery or physical condition of bids sent by mail or courier service. In the event the district is closed due to an emergency, the opening of the bids will be rescheduled and posted on the website.

Special Notice—Office of the School Business Administrator
The Board of Education during this emergent time, is currently closed and there is no guarantee the district offices will be opened by the advertised submission date. As the Assistant School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of bids.

Submission of Bids—US Postal Service/Delivery Service
All potential respondents are encouraged to send their responses through the US Postal Service via certified mail/overnight delivery or other recognized delivery service that provides certification of delivery to the sender.

Submission of Bids—Hand Deliver—Day of the Bid Opening
While the use of the US Postal Service or courier service is preferred, the district will accept hand-delivered bid packages at the Board of Education Administrative Offices, 200 Ramsey Ave., Lakewood, NJ. A **security specialist** is posted at the reception area from 9:00 a.m. to 5:00 p.m. Monday thru Friday and will accept any Bid Packages hand delivered. Respondents using this option are to submit bids, prior to the advertised date and time, to insure the Bid Package is received by the Assistant Business Administrator in a timely manner. No Bids will be accepted after the scheduled time of the Bid opening. There will be no personal contact with district officials during the hand delivering of bids due to the health emergency.

Opening of Bids—Online Live Streaming
To ensure there is **"social distancing"** amongst all parties in the opening, the opening will be conducted via online live streaming. The names of the vendors and their prices will be announced on the online live streaming which may be viewed by the general public and interested parties on the advertised submission date and time. All potential respondents are to visit the Board of Education at https://www.lakewoodpiners.org/lakewood on the day of the opening for further instructions.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Respondents shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the bid. The bid package will also include other documents that must be completed and returned with the bid. Failure to complete and submit all required forms may be cause for disqualification and rejection of the bid.

The Board of Education reserves the right to reject any or all bids pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities.

Each bid shall be accompanied by a bid bond, cashier's check or certified check made payable to the Lakewood Board of Education, for ten percent (10%) of the amount of the total bid, however, not to exceed $20,000.

Corporate bidders are required by law (Chapter 33, Laws of 1977) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

Public Notice: Procuring Goods and Services Financed with Federal Funds

The Board of Education hereby provides public notice that federal funds will be used to procure the goods/services as outlined in the bid specifications. The percentage of the cost of the goods/services are outlined below:

Federal Program	Percentage of the Total Cost of Bid
CARES ACT Funds	100%

CERTIFICATIONS SECTION; FEDERAL CONTRACT REQUIREMENTS

As a requirement for submission of the bid, all bidders are to read the CERTIFICATIONS Section for FEDERAL CONTRACT REQUIREMENTS, found in the end of the bid package. Bidders shall be responsible for completion, execution and submission of all required CERTIFICATION documents.

KEVIN CAMPBELL
Assistant School Business Administrator/Board Secretary

Standards of Conduct; Conflicts of Interests

Ethics in Purchasing

The LAKEWOOD BOARD OF EDUCATION, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1),** hereby establishes the following *Standard of Conduct; Conflict of Interests* in the selection, award and administration of contracts using federal funds.

Conflict of Interest
No employee, officer, or agent of LAKEWOOD BOARD OF EDUCATION may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Financial Interest; Involvement in Contracts
No person officially connected or employed with, the LAKEWOOD BOARD OF EDUCATION shall be an agent for, or be in any way pecuniarily or beneficially interested in, or receive any compensation or reward of any kind for, the sale of any textbooks, school apparatus or supplies of any kind, for use in the school district with which he is connected or by which he is employed or within the state or part thereof over which his jurisdiction extends, upon penalty of removal from office or of revocation of his certificate to teach or to administer, direct or supervise the teaching, instruction or educational guidance of pupils in the public schools, but the prohibition of this section shall not prevent any person from receiving royalties upon the sale of any textbook of which he is the author. N.J.S.A. 18A:6-8

No school official shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that might reasonably be expected to impair his objectivity or independence of judgment.

No school official shall act in his official capacity in any matter where he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family. N.J.S.A. 18A:12-24 (c)

Solicitation/Receipt/Acceptance of Gifts and Gratuities from Contractors
The officers, employees, and agents of the LAKEWOOD BOARD OF EDUCATION may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or other thing of value from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. N.J.S.A. 18A:12-24 (e).

Contractor/Vendor Responsibility – Doing Business with the Board of Education
Any vendor doing business or proposing to do business with the LAKEWOOD BOARD OF EDUCATION, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Board or to any member of the official's or employee's immediate family. No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Board, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Disciplinary Actions for Violations of Standards
Officers, employees and agents of the LAKEWOOD BOARD OF EDUCATION who violate the standards of conduct, shall be subject to administrative disciplinary actions which may lead to suspension of employment; removal of office and revocation of his certificate to teach or administer in the State of New Jersey.

LAKEWOOD BOARD OF EDUCATION

ADVISORY INFORMATION FOR RESPONDENTS—SCHOOL DISTRICT CLOSED!

The Board of Education during this emergent time is currently closed and there is no guarantee the district offices will be opened by the advertised submission date. As the Assistant School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of bids.

Special Notice—Office of the School Business Administrator

The Board of Education during this emergent time, is currently closed and there is no guarantee the district offices will be opened by the advertised submission date. As the Assistant School Business Administrator/Board Secretary of the district, I am providing this Special Notice concerning the submission and opening of bids.

Submission of Bids—US Postal Service/Delivery Service

All potential respondents are encouraged to send their responses through the US Postal Service via certified mail/overnight delivery or other recognized delivery service that provides certification of delivery to the sender.

Submission of Bids—Hand Deliver—Secure Lockbox—Day of the Bid Opening

While the use of the US Postal Service or courier service is preferred, the district will accept hand-delivered bid packages at a secure Lockbox only on the day of the submission opening. Respondents using this option are to submit bids, prior to the advertised date and time, in the video monitored, secure drop Lockbox labeled "Bids Drop Off", located at the Lakewood Board of Education, 200 Ramsey Avenue, Lakewood, New Jersey 08701.

There will be no personal contact with district officials during the hand delivering of bids due to the health emergency.

Opening of Bids—Online Live Streaming

To ensure there is "social distancing" amongst all parties in the opening, the opening will be conducted via online live streaming. The names of the vendors and their prices will be announced on the online live streaming which may be viewed by the general public and interested parties on the advertised submission date and time. All potential respondents are to visit the Board of Education at https://www.lakewoodpiners.org/lakewood on the day of the opening for further instructions.

Kevin Campbell
Assistant School Business Administrator/Board Secretary

LAKEWOOD BOARD OF EDUCATION

BID CHECKLIST

A. ***Documents to be Returned with Bid***

1. Acknowledgement of Addenda
2. Affirmative Action Questionnaire or Certificate of Employee Information Report stapled to Questionnaire
3. Bid Guarantee (Bid Bond, Cashier's Check, or Certified Check) (*Only if Required)*
4. Bid Proposal Form
5. Bidder Comment Form – Optional
6. Business Registration Certificate – New Jersey (at time of contract award)
7. Chapter 271 Political Contribution Disclosure Form
8. Contractor/Vendor Questionnaire / Certification
9. Iran - Disclosure of Investment Activities
10. Non-Collusion Affidavit
11. Statement of Ownership
12. Certifications of Federal Contract Requirements

The documents listed above when required, are to be submitted with the bid package. Failure to submit them may be cause for disqualification for being non-responsive pursuant to N.J.S.A. 18A:18A-2(y).

B. ***Reminder Checklist***

As a courtesy, the Office of the School Business Administrator has prepared this reminder checklist for items pertaining to this bid. The checklist is not considered to be all-inclusive. Bidders are to read and become familiar with all instructions outlined in the bid package.

Item	Yes	No
1. Have you verified your pricing to ensure accuracy?		
2. Have you answered question fully and accurately?		
3. Have you signed all your documents **(blue ink)?** No facsimile signature.		
4. Have you prepared all documents for submission?		
5. Did you make a copy of the bid package for your records?		
6. Did you submit a Bid Guarantee? Consent of Surety? (Only if required)		
7. Did you correctly address the envelope? (Page 1 Item #2)		
8. Have you allowed ample time for the bid to reach the School Business Administrator's Office?		

LAKEWOOD BOARD OF EDUCATION

GENERAL SPECIFICATIONS

KEVIN CAMPBELL
Assistant School Business Administrator/Board Secretary

LAKEWOOD BOARD OF EDUCATION

Cleaning Services for Nonpublic Schools

INSTRUCTIONS TO BIDDERS

1. **BIDS ARE TO BE SUBMITTED TO:**

KEVIN CAMPBELL
Assistant School Business Administrator/Board Secretary
Lakewood Board of Education
200 Ramsey Avenue
Lakewood, New Jersey 08701

BY: **10:00 a.m.** PREVAILING TIME ON: **Tuesday, October 20, 2020**

The bids may be delivered by mail, delivery service or in person via the lockbox option. Bids that are submitted are to be sealed and will be unsealed and announced at the bid opening meeting.

2. Bids must be placed in a *sealed* envelope/package and clearly marked with the Rental of Tents, Tables and Chairs on the front of the envelope/package. Bid proposals ***must be*** submitted in ***duplicate*** on the submittal forms as provided, and in the manner designated. The Board of Education requires one original and one duplicate copy of the bid package.

Envelope Label Information

District:	**Lakewood Board of Education**
Bid Number:	**09-2021**
Project:	**Cleaning Services for Nonpublic Schools**
Bid Date:	**Tuesday, October 20, 2020**
Bid Time:	**10:00 a.m.**
Bidder:	*Name of Company*
	Address
	City, State Zip

3. The Board of Education does not accept electronic (e-mail) submission of bids. Failure to properly label the bid envelope may lead to the rejection of the bid.

4. **BID OPENING MEETING**--To ensure there is "**social distancing**" amongst all parties at the opening, the bid opening will be conducted via online live streaming. The names of the vendors and their prices will be announced on the online live streaming which may be viewed by the general public and interested parties on the advertised bid date and time. All potential respondents are to visit the Board of Education at www.lakewoodpiners.org, on the day of the opening for further instructions.

No bids shall be received or accepted by the Board of Education after the advertised bid date and time. (N.J.S.A. 18A:18A:21(b))

5. AFFIRMATIVE ACTION REQUIREMENTS

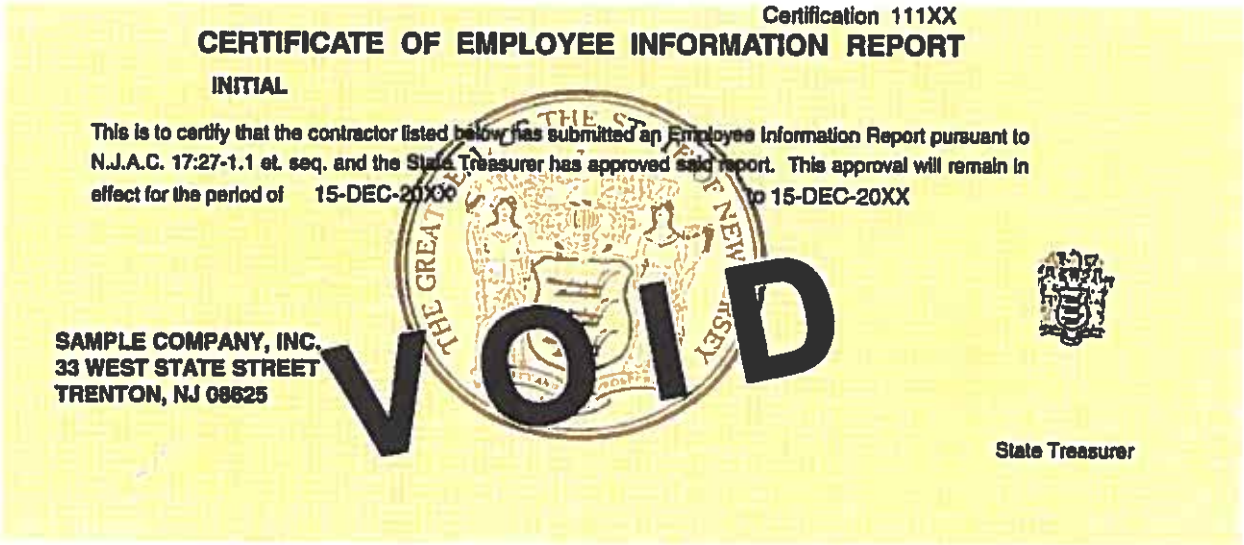
Each company shall submit to the Lakewood Board of Education, after notification of award, but prior to execution of a goods and services contract, **one** of the following three documents:

- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A certificate of employee information report approval issued in accordance with N.J.A.C.17:27-4; or
- An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of bid/proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid/proposal.

If awarded a contract your company/firm will 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., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A.

Sample Certificate of Employee Information Report


Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID

State Treasurer

All respondents are urged to submit with their response, a copy of their firm's Certificate of Employee Information Report. Failure to submit the Certificate prior to the award will result in the rejection of the bid/proposal.

6. **ALTERNATIVE DISPUTE RESOLUTION PROCESS**

All disputes relating to the performance of the contract shall be submitted first to non-binding mediation by a single mediator. The mediation shall be held at the Board of Education offices before a single mediator who is mutually acceptable to the parties. The parties shall share the mediator's fees equally. If the dispute is submitted for mediation, the neutral party must demonstrate knowledge of the Pubic School Contracts Law. The arbitration of claims is expressly excluded under this contract. This alternative dispute resolution practices required by this section shall not apply to disputes concerning the bid solicitation process, or to the formation of contracts. Nothing shall prevent either party from seeking injunctive or declaratory relief in court at any time.

7. **AMERICANS WITH DISABILITIES ACT**

The contractor must comply with all provisions of the Americans with Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. S121 01 et seq.

8. **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.

9. **ANTI-DISCRIMINATION PROVISIONS—N.J.S.A. 10:2-1**

N.J.S.A. 10:2-1. Antidiscrimination provisions. 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.).

10. BID GUARANTEE AND BONDING REQUIREMENTS (N.J.S.A. 18A:18A-24); 2 CFR 200.325

Please note: The name, address, and phone number of the Bond Underwriter as well as the Bond Number shall be included with all bonds submitted to the Board of Education.

A. **Bid Guarantee** **REQUIRED**

When required, each bid shall be accompanied by a bid bond, cashiers or certified check for ten per cent (10%) of the amount of the total contract, but not in excess of $20,000. This guarantee shall be made payable to the Lakewood Board of Education. Such deposit shall be forfeited upon refusal of a bidder to execute a contract; otherwise, checks shall be returned when the contract is executed and the performance bond (if required) is filed with the Board of Education.

The bid security check for unsuccessful bidders, if requested, will be returned as soon after the bid opening as possible but in no event later than (10) days after the bid opening.

Please note: Uncertified business checks, personal checks or money orders are not acceptable.

All bid bonds submitted, must be signed and witnessed with original signatures. The Board will not accept facsimile or rubber stamp signatures on the bid bond. Failure to sign the bid bond by either the Surety or Principal shall be deemed cause for disqualification of the bid. The Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney. The name, address and phone number of the Bond Underwriter as well as the Bond Number shall be included with all bonds submitted to the Board.

The Board of Education will only accept bid bonds from companies that are licensed and qualified to do business in the State of New Jersey. Such a list (Approved Surety Companies) may be available upon request to the State of New Jersey, Department of Banking and Insurance, P.O. Box 325, Trenton, New Jersey 08625.

The board ***will not*** accept a bid with multiple bid numbers listed on the bid bond.

Failure to submit or sign a bid guarantee by either the Surety or Principal, and/or failure to submit the properly executed bid bond with the bid package shall be deemed cause for disqualification and rejection of bid.

B. **Certificate (Consent) of Surety** NOT REQUIRED

When required, each bidder shall submit with its bid, a certificate from a surety company stating that the surety company will provide the contractor with a performance bond in an amount equal to the amount of the contract (N.J.S.A. 18A:18A-25). Such surety company must be licensed and qualified to do business in the State of New Jersey. The certificate (consent) of Surety, together with a power of attorney, must be submitted with the bid. ***Failure to submit or sign the Certificate (Consent) of Surety by either the Surety or Principal, and/or failure to submit the properly executed Certificate (Consent) of Surety with the bid package shall be deemed cause for disqualification and rejection of bid.***

C. **Performance Bond** NOT REQUIRED

When required, the successful bidder shall furnish a Performance, Payment and Completion Bond in a sum of at least one hundred percent (100%) of the total amount payable by the terms of this Contract. Such written guarantee shall be made payable to the Lakewood Board of Education and shall be in the form required by Statute.

Such bond shall further carry a stipulation that no advance, premature, excessive or delayed payments by the Board shall in any way affect the obligation of the Surety on its bond.

Such bond shall further stipulate that no payments made to the Contractor, nor partial or entire use of occupancy of the work by the Board shall be an acceptance of any work or materials not in accordance with this Contract and the Surety shall be equally bound to the same extent as the Contractor.

It is expressly stipulated that the Surety for the Contractor on the project shall be obligated to make periodic inquiries of the Board at reasonable times, to determine whether its Principal has performed or was performing the Contract in accordance with all of its terms and conditions, particularly in relation to the progress payments scheduled under said Contract with the Board.

In the event the Contractor defaults or fails to perform or finish the work prescribed under the Contract for any reason whatsoever, it shall become the unqualified obligation of the Surety for the defaulting contractor to complete the Contract in accordance with its terms following receipt of notice from the owner of such default.

The Contractor shall execute a formal contract with the Board in the form required and in such number of counterparts as the Board may request. Such Performance, Payment and Completion Bond shall be furnished and such Contracts shall be executed and delivered by the contractor within

ten (10) days after the receipt by the contractor of notice accepting his bid by the Board.

The Board of Education will only accept performance bonds from surety companies that are licensed and qualified to do business in the State of New Jersey.

11. BID PRICE GUARANTEE – Ninety (90) Days from Award of Contract

When the Board of Education requests bid prices for supplies, materials and equipment, the contractor(s) shall agree to guarantee the bid price(s) for a period of ninety (90) days from the date of the award of contract. Contractor(s) may extend the bid price guarantee through written permission to the Board of Education.

12. BID PRICES

In the event of discrepancy between the unit price and the extension, the unit price will govern. The Board assumes no responsibility to recalculate totals if award is made on the basis of totals.

13. BID PROPOSAL FORM

All bids are to be written in by typewriter or ink in a legible manner on the official Bid Proposal Form. Any bid price showing any erasure or alteration must be initialed by the bidder 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 bid may be subject to rejection. Bidders are urged fill out and complete all entries with care.

The Bid Proposal Form must be duly signed by the authorized representative of the company in the appropriate space, at the end of the Bid Proposal Form. ***Failure to sign the Bid Proposal Form may be cause to disqualify the entire bid.*** If the Bid Proposal Form contains more than one sheet, then bidders 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 Board of Education will not consider any bid on which there is any alteration to, or departure from, the bid specifications. Bidders are not to make any changes on the Bid Proposal Form, or qualify their bid with conditions differing from those defined in the bid specification documents. If bidders do make changes on the Bid Proposal Form, except as noted above for initialed clerical mistakes, it shall be cause to disqualify that particular bid as non-responsive N.J.S.A. 18A:18A-2(y).

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

14. BIDDER COMMENT SHEET

This form is for bidder's use in offering voluntary alternates, or other comments intended to afford the Board information or opportunities to improve the quality of the project, without invalidating the bid proposal. It may *not* be used to take exception to specific conditions of the project defined in the contract documents which the bidder does not like. The bid provided must be based upon the plans and specifications, and all contract conditions, as stated. If these documents or conditions contain some

untenable item, or extremely expensive provision, for example, to which the bidder wishes to raise objection, this must be done at the pre-bid meeting, or in writing to the Architect or School Business Administrator through the question process outlined in the Instructions to Bidders.

15. BIDDER'S RESPONSIBILITY FOR BID SUBMITTAL

It is the responsibility of the bidder to ensure that their bid is presented to the Office of the School Business Administrator and officially received before the advertised date and time of the bid. It is understood and agreed upon that any person in the Board of Education will be absolved from responsibility for the premature opening of any bid not properly labeled and sealed.

16. BRAND NAME OR EQUIVALENT N.J.S.A. 18A:18A15 (d); 2 CFR 200.319 (a)

Whenever the Board of Education requests a brand name for a particular item, it will consider a "brand name or equivalent". If the bidder desires to bid an equivalent item the bidder shall do the following:

a. On the Bid Proposal Form, write in ink next to the item requested, the bidder's substitute item, including brand name, model number and full description of item. This is the only change to the Bid Proposal Form the Board will accept.

b. Provide a sample of the substitute item if requested. The sample item must be provided before or at the time of the bid opening. With the sample item shall be a paper, brochure or illustrative literature outlining the brand/manufacturer name, model number and full description of item.

c. If a sample is not required the Board requests a brochure, pamphlet, or illustrative literature that outlines the specifications of the item including manufacturer's name, model number, etc.

d. **Failure to provide a sample item or literature about substitute bids when requested may be cause for disqualification of that item from the bid.**

e. It is the responsibility of the bidder to demonstrate equivalency of items offered.

Please note: Bidders are to only bid brand name or equivalent. The Board will not accept multiple bids on individual items.

17. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44, the board of education is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Request of the Board of Education
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 Board reminds all respondents that failure to submit the New Jersey Business Registration Certificate prior to the award of contract will result in the rejection of the proposal.

Subcontractors

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

(1) The contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.

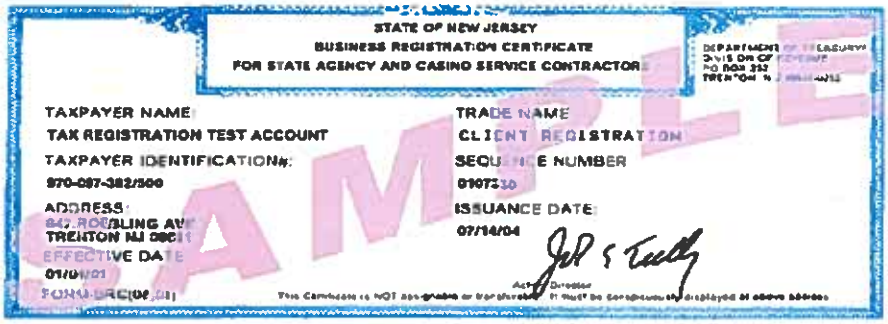
(2) The contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.

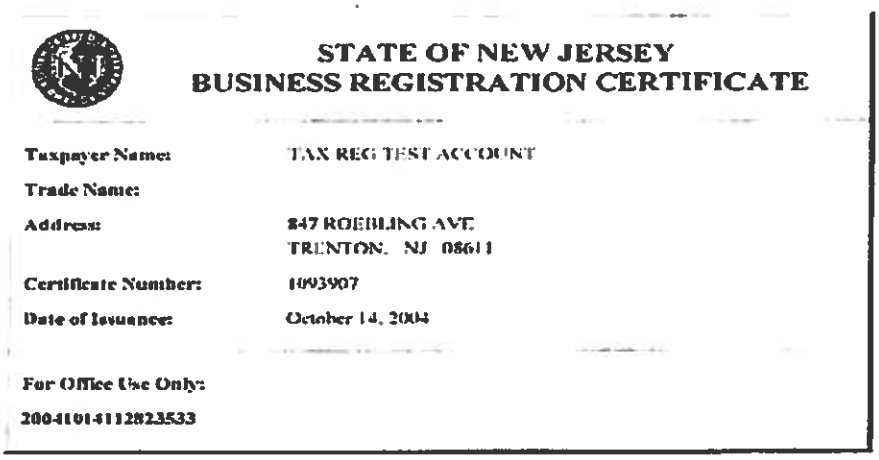
(3)The contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400.

SAMPLES OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATES →

Form NJ-REG can be filed online at http://www.state.nj.us/treasury/revenue/busregcert.shtml.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.





STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	847 ROEBLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004
For Office Use Only:	
20041014112823533	

N.J.S.A. 54:49-4.1: Violations of Registration Requirements; Penalties
A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false information of business registration under the requirements of either of those sections, shall be liable for a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration copy not properly provided under a contract with a contracting agency or under a casino service industry enterprise contract.

18. CHALLENGES TO BID SPECIFICATIONS (N.J.S.A. 18A:18A-15); 2 CFR 200.318 (k)

Any prospective bidder who wishes to challenge a bid specification shall file such challenge in writing with the School Business Administrator no less than three (3) business days prior to the opening of bids. Challenges filed after that time shall be considered void and having no impact on the Board of Education or the award of a contract.

19. COMPLIANCE WITH ALL LAWS -- *Where applicable*

Special attention is called to requirements for Public Liability and Property Damage Insurance, Workmen's Compensation Insurance, Social Security Act, Labor, Employment, Unemployment, Wages, Hours, Discrimination in Employment and Assignment of Contract. The provisions of the New Jersey School Law shall bind all parties and interests to the Contract. Contractor shall comply with all Federal and State Laws, and all rules and regulations of health, public or other authorities controlling or limiting the methods, materials to be used or actions of those employed in work of this kind. Any labor or material in addition to that described in the specifications and which is necessary to comply with these laws, rules, ordinances or regulations shall be provided by the Contractor. Contractor shall keep himself informed of

all existing and future State and Federal Laws in any manner affecting those engaged or employed in the work, and shall protect and indemnify the Owner, its officers, members and agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation order or defects.

20. CONTRACTOR/VENDOR REQUIREMENTS—OFFICE OF THE NEW JERSEY STATE COMPTROLLER

Contractors/vendors doing business with the board of education are reminded of the following legal requirements pertaining to the Office of the New Jersey State Comptroller:

A. **Access to Relevant Documents and Information**—N.J.S.A. 52:15C-14 (d)

Private vendors or other persons contracting with or receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or board of education shall upon request by the State Comptroller provide the State Comptroller with prompt access to all relevant documents and information as a condition of the contract and receipt of public monies. The State Comptroller shall not disclose any document or information to which access is provided that is confidential or proprietary. If the State Comptroller finds that any person receiving funds from a unit in the Executive branch of State government, including an entity exercising executive branch authority, independent State authority, public institution of higher education, or unit of local government or board of education refuses to provide information upon the request of the State Comptroller, or otherwise impedes or fails to cooperate with any audit or performance review, the State Comptroller may recommend to the contracting unit that the person be subject to termination of their contract, or temporarily or permanently debarred from contracting with the contracting unit.

B. **Maintenance of Contract Records**—N.J.A.C. 17:44-2.2

Relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by OSC pursuant to N.J.S.A. 52:15C-14(d).

The contractor/vendor to whom a contract has been awarded, shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

21. CONTRACTS

A. Award of Contract, Rejection of Bid(s)

Pursuant to N.J.S.A. 18A:18A-4 (a) and 2 CFR 200.320 (c) (2) (iv), the contract shall be awarded, if at all, to the lowest responsible bidder as determined by the Board of Education. The Board of Education reserves the right to reject any or all bids pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities and to take such alternates that the Board feels are in the best interests of the Board. The Board may at its option accept the lowest bid on each item and split awards among the various bidders who submit the lowest responsible bids. Pursuant to N.J.S.A. 18A:18A-36 the Board of Education shall award the contract or reject all bids within sixty (60) days, noting the exception highlighted in the law.

B. Equal Prices

Pursuant to N.J.S.A. 18A:18A-37(d) when two or more bidders submit equal prices and the prices are the lowest responsible bids, 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.

C. Return of Contracts and Related Contract Documents--*When required*

Upon notification of award of contract by the Board of Education, the contractor shall sign and execute a formal contract agreement between the Board of Education and the contractor, ***when required***.

Purchase Order—considered to be a contract. N.J.S.A. 18A:18A-2 (n)
If a formal contract is not required by the Board of Education, an approved and signed Board of Education Purchase Order will constitute as a contractual agreement. When a formal contract is required, the contractor shall sign and execute said contracts and return the contracts with other required documents to the Office of the School Business Administrator.

Failure to execute the contract and return said contract and related documents within the prescribed time may be cause for a delay in payment for services rendered or products received or the annulment of award by the Board of Education with the bid security becoming property of the Board of Education. The Board of Education reserves the right to accept the bid of the next lowest responsible bidder, in such a case.

D. Renewal of Contract; Services

The Board of Education may, at its discretion, request that a contract for services be renewed in full accordance with N.J.S.A. 18A:18A-42. The School Business Administrator may negotiate terms for a renewal of contract proposal and present such negotiated proposal to the Board of Education. All multi-year contracts and renewals are subject to the availability and appropriation annually of sufficient funds as may be needed to meet the extended obligation.

The Board of Education is the final authority in awarding renewals of contracts.

E. Term of Contract

The contractor, to whom the contract is awarded, will be required to do and perform the work/services and to provide and furnish the materials in connection therewith in accordance with the plans and specifications on or before the date listed in the Technical Specifications.

F. Purchase Order Required; Notice to Proceed

No contractor or vendor shall proceed with any project, provide any service, or deliver any goods until he is in receipt of an approved purchase order authorizing work to begin or goods to be delivered.

22. DEBARMENT; SUSPENSION 2 CFR Appendix II, Section H; 2 CFR 200.318 (h)

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report (www.state.nj.us/treasury/debarred).

All bidders are required to submit a sworn statement indicating whether or not the bidder is, at the time of the bid, included on the State Department of Labor and Workforce Development; Prevailing Wage

Debarment List or the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List--Excluded Parties List System—System for Award Management—SAM.gov

23. DELETION OF BIDDERS FROM BIDDERS LIST

The Board of Education will delete the name of vendors from the Board's list of bidders if on three (3) occasions the vendor did not respond to a request for bids. A letter from the vendors stating "no bid" will not be considered as a "no response to bid."

24. DELIVERY

FOB Destination, Freight Prepaid - The contractor, to whom the contract is awarded, retains title and control of goods and selects the carrier and is responsible for the risk of transportation; title passes to the Board of Education upon delivery and ownership by the Board; the successful bidder pays and bears the costs of all freight and delivery charges listed below. The Board of Education recognizes two (2) types of delivery:

A. Inside Delivery

Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.

B. Spotted Delivery

Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel are responsible to then uncrate, setup, assemble items to determine good working order and remove all debris to the satisfaction of the Board of Education.

Contractors are cautioned to provide adequate personnel to deliver goods as none will be provided by the Board of Education. If a specialized person is needed to setup, assemble or erect item, such assembly shall be completed within five (5) school days of the actual delivery date. Failure to assemble, setup, or erect items within the stated time may result in a *$100.00 per day* assessment against the bidder for each day items are not assembled, setup or erected.

The Board of Education will not be responsible for any extra delivery costs. All bid prices for materials, goods and supplies are to include all shipping, freight, delivery and handling costs.
Specific delivery instructions are provided in the General Specifications.

Please note! All packages, boxes, cartons etc., when delivered, must be plainly marked on the outside as to contents, and the Board of Education's purchase order number must be clearly printed on the packages, boxes, cartons, etc.

Delivery Guarantee

The contractor agrees to deliver the item(s) so listed in the bid specifications within the prescribed number of days also outlined in the bid specifications. Failure to deliver the designated items within the prescribed period of time shall cause the Board of Education to deduct penalties as per the schedule listed in the general specifications.

25. DOCUMENTS, MISSING/ILLEGIBLE

The bidder shall familiarize himself with all forms* provided by the Board that are to be returned with the bid. If there are any forms either missing or illegible, it is the responsibility of the bidder to contact the School Business Administrator at for duplicate copies of the forms. This must be done before the bid date and time. The Board accepts no responsibility for duplicate forms that were not received by the bidder in time for the bidder to submit with his bid.

26. DOCUMENT SIGNATURES – ORIGINAL; BLUE INK

All documents submitted with this bid shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the bid package may be cause for disqualification and for the bid to be rejected pursuant to N.J.S.A. 18A:18A-2(y) (non-responsive). The Board will not accept facsimile or rubber stamp signatures.

*Forms provided by the Board of Education that must be returned with bid.

- Acknowledgement of Addenda
- Affirmative Action Questionnaire
- Bid Proposal Form
- Bidder Comment Form – Optional
- Chapter 271 Political Contribution Disclosure Form
- Contractor/Vendor Questionnaire / Certification
- Disclosure of Investment Activities in Iran
- Non-Collusion Affidavit
- Statement of Ownership

*Please check your bid package for these forms!

27. ESTIMATED QUANTITIES

It is the intention of the Board of Education to order the quantities of items listed on the Bid Proposal Form. Bidders are notified that the aforementioned quantities are estimated quantities that the Board intends to purchase and are not to be relied upon as the actual quantity to be purchased. There may be some deviation to the number of items actually ordered because of budgeting and financial constraints of the school district.

28. EXAMINATION OF SPECIFICATIONS, ACKNOWLEDGEMENT

The bidder, by submitting a proposal, acknowledges that he has carefully examined the bid specifications, 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 bidder submitting a bid for a service contract shall include in his bid 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 bid specifications and documents.

29. FALSE MATERIAL REPRESENTATION – N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for $25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds $2,500.00, but is less than $25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for $2,500.00 or less, the offender is guilty of a crime of the fourth degree.

30. FORCE MAJEURE

Neither party shall be liable in damages for any failure, hindrance or delay in the performance of any obligation under this Agreement if such delay, hindrance or failure to perform is caused by conditions beyond the control of either party, including, but not limited to, Acts of God, flood, fire, war or the public enemy, explosion, government regulations whether or not valid (including the denial or cancellation of any export or other necessary license), court order, state funding, or other unavoidable causes beyond the reasonable control of the party whose performance is affected which cannot be overcome by due diligence. Vendors, and/or contractors who have a contract with the Board of Education to provide goods or services cannot unilaterally claim an increase in the cost of the contract because of Force Majeure.

31. INSURANCE AND INDEMNIFICATION **REQUIRED**

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

Commercial General Liability	$2,000,000 General Aggregate
	$2,000,000 Products
	$1,000,000 Personal Injury
	$1,000,000 Each Occurrence Combined Single Limit for Bodily Injury and Property Damage
	$ 100,000 Pollution Cleanup
	$ 50,000 Fire Damage
	$ 5,000 Medical Expense

Insurance Limits Continued

Excess Umbrella Liability	$4,000,000
	$1,000,000 Sexual Harassment

Comprehensive Automobile Liability Insurance
$1,000,000 Combined Single Limit for Bodily Injury and Property Damage

(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 School Business Administrator
200 Ramsey Avenue
Lakewood, New Jersey 08701

d. Additional Insured Claim -- The contractor shall 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

(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.

32. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any bidder orally. Every request for such interpretations should be made in writing to the School Business Administrator must be received at least ten (10) days, not including Saturdays, Sundays and holidays, prior to the date fixed for the opening of bids to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to the bidders by certified mail or certified fax no later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of bids. All addenda so issued shall become part of the contract document.

33. IRAN DISCLOSURE OF INVESTMENT ACTIVITIES N.J.S.A. 18A:18A-49.4

The 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.

34. LIABILITY – COPYRIGHT

The contractor shall hold and save the Board of Education, its officials and employees, harmless from liability of any nature or kind for or on account of the use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of his contract.

35. LIQUIDATED DAMAGES

Liquidated damages shall be assessed against the contractor in the amount as listed in the General Specifications, and Contract should the contract/work/service not be completed in accordance with the plans and specifications.

36. 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 Lakewood 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.

37. 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;
- Packing Slips; 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 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.

The invoice clearly outlines the goods received or 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 goods or services rendered.
- The invoice must be submitted to the School Business Administrator's Office.
- Invoices must be submitted within thirty (30) days of service.

38. POLITICAL CONTRIBUTIONS DISCLOSURE – PAY TO PLAY

Annual Disclosure

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 Lakewood 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. Failure to provide the completed and signed form shall be cause for disqualification of the bid/proposal.

39. PRE-EMPLOYMENT REQUIREMENTS--CONTRACTED SERVICE PROVIDERS

When applicable, all contracted service providers, whose employees have regular contact with students, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

http://nj.gov/education/educators/crimhist/preemployment/

40. PRODUCT GUARANTEE; NO SUBSTITUTIONS

The contractor shall guarantee that all goods and materials supplied shall be new, unused and meet the specifications as noted in this bid. The Board of Education will not accept substituted items that deviate from the items listed on the purchase order.

41. QUALIFICATION OF BIDDERS - Contractor Questionnaire Certification Form

The Board of Education may make such investigations as it seems necessary to determine the ability of the bidder to perform the terms of the contract. The bidder shall complete a Contractor Questionnaire Certification Form and return same with the bid and shall furnish all information to the Board as the Board may require to determine the contractor's ability to perform the duties and obligations as outlined in these specifications.

42. RIGHT TO KNOW LAW

All potentially hazardous materials or substances must be properly labeled in full accordance with the New Jersey Right to Know Law - N.J.S.A. 34:5A-1 et seq. All contractors or vendors who need additional information about the New Jersey Right to Know Law are to contact the:

New Jersey Department of Health and Senior Services
Right to Know Program
CN 368
Trenton, New Jersey 08625-0368

43. SAMPLES

From time to time the School Business Administrator may require the submission of samples either before or at the time of the bid, at no charge to the district, in order to ascertain whether or not a product will be suitable for the purpose for which it is intended. If it is specifically stated elsewhere in the bid documents that samples are required, full size samples must be submitted not later than the official *BID OPENING*. Failure to submit said samples may be regarded as a basis for rejecting the bid. Samples may be impounded until satisfactory completion of the contract. Otherwise, all samples must be picked up by the bidder within thirty (30) days of the award of contracts or said samples will be presumed abandoned and the School Business Administrator will dispose of them as he sees fit.

44. STATEMENT OF OWNERSHIP (N.J.S.A. 52:25-24.2)

No business organization, regardless of form of ownership, shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said business organization, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership.

The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. **Failure to submit a disclosure document shall result in rejection of the bid as it cannot be remedied after bids have been opened.**

Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is required.

45. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

Contractors, services providers, and all vendors with whom the Board of Education has an executed contract, may not subcontract any part of any work done or assign any part of contract for goods or materials for the Board without first receiving written permission from the School Business Administrator.

Contractors, service providers, and vendors using subcontractors assume all responsibility for work performed by subcontractors. The School Business Administrator may require the following documents to be secured from all approved subcontractors:

a. Insurance Certificate as outlined in the bid specifications;

b. Affirmative Action Evidence as outlined in the bid specifications;

c. Written certification that the subcontractor shall adhere to prevailing wages as provided through New Jersey State Law.

In cases of subcontracting, the Board of Education shall only pay the prime contractor. It is the sole responsibility of the prime contractor to ensure that all subcontractors are paid. The Board of Education shall not be responsible for payments to subcontractors and shall be held harmless against any or all claims generated against prime contractors for non-payment to subcontractors. Transportation carriers hired by the vendor to deliver goods and materials are not considered to be subcontractors.

46. 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 Board of Education. Contractors may not use the Board's tax exempt status to purchase supplies, materials, service or equipment.

A contractor may qualify for a New Jersey Sales Tax Exemption on the purchase of materials, supplies and services when these purchases are used exclusively to fulfill the terms and conditions of the contract with the Board of Education. All contractors are referred to New Jersey Division of Taxation–Tax Bulletin S&U-3 for guidance. Again, contractors are not permitted to use the Board's tax identification number to purchase supplies, materials, services of equipment.

47. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination.

Termination by the Board of the contract does not absolve the contractor from potential liability for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement. The contract may be terminated by the board for convenience without any liability or penalty to the board except that the contractor shall be paid for services that are rendered prior to the date of termination, excluding loss of profits, loss of business advantage, compensatory or consequential damages.

48. WITHDRAWAL OF BIDS

Before The Bid Opening

The School Business Administrator may consider a written request from a bidder to withdraw a bid if the written request is received by the School Business Administrator before the advertised time of the bid opening. Any bidder who has been granted permission by the School Business Administrator to have his/her bid withdrawn cannot re-submit a bid for the same advertised bid project. That bidder shall also be disqualified from future bidding on the same project if the project is re-bid.

After The Bid Opening

The Board of Education may consider a written request from a bidder to withdraw a bid, if the written request is received by the School Business Administrator within five (5) business days after the bid opening. A request to withdraw a bid after the specified number of days will not be honored. The contractor/vendor who wishes to withdraw a bid must provide a certification supported by written factual evidence that an error or omission was made by the contractor and that the error or omission was a substantial computational error or an unintentional omission or both.

The request to withdraw a bid after the bid opening may be reviewed by the School Business Administrator, the Director of Facilities, other interested administrators; and the Architect of Record for the project (if necessary) and/or the Board Attorney and a recommendation will be made to the Board of Education. If the Board of Education grants permission to have the bid withdrawn the contractor/vendor shall be disqualified from bidding on the same project if the project is re-bid. If the contractor/vendor fails to meet the burden of proof to have the bid withdrawn the request to withdraw the bid will be denied and if the contractor/vendor fails to execute the contract the bid guarantee will be forfeited and become property of the Board of Education.

CERTIFICATIONS SECTION; FEDERAL CONTRACT REQUIREMENTS

Final Note: As a requirement for submission of the bid, all bidders are to read the CERTIFICATIONS Section for FEDERAL CONTRACT REQUIREMENTS, found in the end of the bid package. Bidders shall be responsible for completion, execution and submission of required CERTIFICATION documents.

LAKEWOOD BOARD OF EDUCATION

BID DOCUMENTS AND REQUIRED DOCUMENTATION

All documents in this section shall be completed, signed and submitted with the bid package – Failure to submit the bid documents and other documents so specified may be cause to reject the bid for being non-responsive (N.J.S.A. 18A:18A-2(y)).

KEVIN CAMPBELL
Assistant School Business Administrator/ Board Secretary

To be completed, signed and returned with Bid.

ACKNOWLEDGEMENT OF ADDENDA

Bid Number **09-2021** Bid Date: **Tuesday, October 20, 2020 @ 10:00 a.m.**

The bidder acknowledges receipt of the hereinafter enumerated Addenda which have been issued during period of bidding and agrees that said Addenda shall become a part of this contract. The bidder shall list below the numbers and issuing dates of the Addenda.

ADDENDA NO.	ISSUING DATES
_____	_____
_____	_____
_____	_____
_____	_____

☐ **No Addenda Received**

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip Code _____

Name of Authorized Representative _____

Signature _____ Date _____

To be completed, signed and returned with Bid.

AFFIRMATIVE ACTION QUESTIONNAIRE

Bid No. 09-2021 **Bid Date: Tuesday, October 20, 2020**

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/

a. Click on "Employee Information Report"
b. 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 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 _____

BIDDER'S COMMENT FORM

Bid No. **09-2021** Bid Date: **Tuesday, October 20, 2020**

This form is for Bidder's use in offering voluntary alternates, or other comments intended to afford the Board information or opportunities to improve the quality of the project, without invalidating the bid proposal. It may *not* be used to take exception to specific conditions of the project defined in the contract documents which the Bidder does not like. The bid provided must be based upon the plans and specs, and all contract conditions, as stated. If these documents or conditions contain some untenable item, or extremely expensive provision, for example, to which the Bidder wishes to raise objection, this must be done at the pre bid meeting, or in writing to the Architect through the question process outlined in the Instructions to Bidders. Such inquiries will have response issued by addendum only, and the resulting decision circulated to all bidders of record. Inquires raised too close to the bid date will not be able to be answered.

_____

_____

_____

_____

_____

_____

_____

_____

_____

Name of Company _____

Address _____

City, State, Zip _____

Name of Authorized Representative _____

Signature _____ Title _____ Date _____

To be completed, signed and returned with Bid.

CONTRACTOR/VENDOR QUESTIONNAIRE CERTIFICATION

Bid Number **09-2021** Bid Date: **Tuesday, October 20, 2020**

Name of Company _____

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 Districts 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.

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 Certifications

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 certify that my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

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

_____ _____

President or Authorized Agent (Print) ***SIGNATURE***

To be completed, signed and returned with Bid.

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 Relationship to Bidder/Offeror

Description of Activities

Duration of Engagement Anticipated Cessation Date

Bidder/Offeror Contact Name Contact Phone Number

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:

To be completed, signed and returned with Bid.

NON-COLLUSION AFFIDAVIT

Re: Bid/Proposal for the Lakewood Board of Education Bid No. **09-2021**

STATE OF _____ Bid Date: **Tuesday, October 20, 2020**

: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 the firm of _____
Position in Company

and the bidder 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 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.

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, signed and returned with Bid/Proposal

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 ***Lakewood 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.

To be completed, signed and returned with Bid.

Lakewood 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

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-I 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-I 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.

P.L. 2005,c271

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

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

APPENDIX A
AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the Board of Education (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Appendix A

BID SPECIFICATIONS FOR THE LABELING OF LIQUID, POWDER AND GASEOUS SUPPLIES DELIVERED TO THE BOARD OF EDUCATION

RIGHT TO KNOW

1. All products that you deliver to the Lakewood Board of Education must be labeled in accordance with the New Jersey Right to Know Law (N.J.S.A. 34:5A-1 et seq.)

   A. The label must list the 5 predominant ingredients and any hazardous chemicals in the product.

   B. Next to each chemical name will be the CAS number of that chemical.

   C. The label must be attached to each container (bottle, box, can, bucket, etc.)

2. Material Safety Data Sheets (MSDSs) must accompany the first shipment of the product.

3. The Board of Education reserves the right to reject any shipment not in compliance with the above specifications.

Appendix B

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

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE 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. I7:27-5.2.

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.

(Revised: January, 2016)

Appendix C

Form AA302
Rev 11/11

STATE OF NEW JERSEY

Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED $150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For instructions on completing the form, go to: http://www.state.nj.us/treasury/contract_compliance/pdf/aa302-instr.pdf

SECTION A - COMPANY IDENTIFICATION

1 FID NO OR SOCIAL SECURITY

2 TYPE OF BUSINESS
☐ 1 MFG ☐ 2 SERVICE ☐ 3 WHOLESALE ☐ 4 RETAIL ☐ 5 OTHER

3 TOTAL NO EMPLOYEES IN THE ENTIRE COMPANY

4 COMPANY NAME

5 STREET CITY COUNTY STATE ZIP CODE

6 NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) CITY STATE ZIP CODE

7 CHECK ONE IS THE COMPANY ☐ SINGLE-ESTABLISHMENT EMPLOYER ☐ MULTI-ESTABLISHMENT EMPLOYER

8 IF MULTI-ESTABLISHMENT EMPLOYER STATE THE NUMBER OF ESTABLISHMENTS IN NJ

9 TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT

10 PUBLIC AGENCY AWARDING CONTRACT CITY COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	INAUG DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11 Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories. Columns 1, 2, & 3 *DO NOT SUBMIT AN EEO-1 REPORT.*

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY BREAKDOWN									
				MALE					FEMALE				
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	BLACK	HISPANIC	AMER INDIAN	ASIAN	NON MIN	BLACK	HISPANIC	AMER INDIAN	ASIAN	NON MIN
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

SAMPLE

12 HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED
☐ 1 Visual Survey ☐ 2 Employment Record ☐ 3 Other (Specify)

13 DATES OF PAYROLL PERIOD USED From To

14 IS THIS THE FIRST Employee Information Report Submitted?
1 YES ☐ 2 NO ☐

15 IF NO, DATE LAST REPORT SUBMITTED MO DAY YEAR

SECTION C - SIGNATURE AND IDENTIFICATION

16 NAME OF PERSON COMPLETING FORM (Print or Type) SIGNATURE TITLE DATE MO DAY YEAR

17 ADDRESS NO & STREET CITY COUNTY STATE ZIP CODE PHONE (AREA CODE, NO, EXTENSION)
- -

INSTRUCTIONS FOR COMPLETING THE
EMPLOYEE INFORMATION REPORT (FORM AA302)

IMPORTANT: READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED $150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOUR ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.

TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDING THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY **WITH A CHECK IN THE AMOUNT OF $150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE)** TO:

NJ Department of the Treasury
Division of Public Contracts Equal Employment Opportunity Compliance
P.O. Box 206
Trenton, New Jersey 08625-0206 Telephone No. (609) 292-5473

ITEM 1 - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

ITEM 2 - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

ITEM 3 - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

ITEM 4 - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

ITEM 5 - Enter the physical location of the company. Include City, County, State and Zip Code.

ITEM 6 - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

ITEM 7 - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

ITEM 8 - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

ITEM 9 - Enter the total number of employees at the establishment being awarded the contract.

ITEM 10 - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

ITEM 11 - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

Racial/Ethnic Groups will be defined:
Black: Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.
Hispanic: Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.
American Indian or Alaskan Native: Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
Asian or Pacific Islander: Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippines Islands and Samoa.
Non-Minority: Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

ITEM 12 - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

ITEM 13 - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

ITEM 14 - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

ITEM 15 - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

ITEM 16 - Print or type the name of the person completing the form. Include the signature, title and date.

ITEM 17 - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

TO All Bidders:

REMINDER!

Did you sign all of the bid documents?

All bid documents returned to the Board shall be signed with original signatures. Please try to use **blue ink.**

The Board will not accept facsimile or rubber stamp signatures.

Failure to sign all bid documents may be cause for disqualification and rejection of the bid.

KEVIN CAMPBELL
Assistant School Business Administrator/ Board Secretary

LAKEWOOD BOARD OF EDUCATION
LAKEWOOD, NEW JERSEY

FEDERAL CONTRACT REQUIREMENTS
2 CFR PART 200 et seq.

CERTIFICATIONS

Public Works, Goods and Services; Food Services Contracts

REVIEW AND SIGN:
Attachment A
Attachment B
Attachment C

SUBMIT FORMS WITH BID/PROPOSAL AND CONTRACT DOCUMENTS

Kevin Campbell
Assistant School Business Administrator/ Board Secretary

Federal Contract Requirements/Certifications

The Board of Education and the Contractor acknowledge that this Contract is funded in part or entirely by the Federal Government and the parties agree to comply with all sections of the **Federal Uniform Administrative Requirements 2 CFR Part 200 et seq.,** including, but not limited to, the following:

Please Note: Food Services Contracts
The Board of Education also procures goods and services paid from federal funds received by the school district as it pertains to the Food Services Department.

Contractors shall comply with the Board's Specifications and General Requirements for Food Services contracts, when applicable, and the following Federal Regulations:

- National School Lunch Program — 7 CFR 210.21
- School Breakfast Program — 7 CFR 220.16
- Special Milk Program — 7 CFR 215.14(a)
- Summer Food Service Program — 7 CFR 225.17
- Buy American — 7 CFR 210.21(d)

Specific Contract Requirements

(a) The Contractor shall comply with all aspects of the Board's Specifications and General Requirements for Public Works Contracts or Bid Specifications and General Requirements for Goods and Services Contracts as pertain to this Contract. In the event of a conflict between the said Specifications and General Requirements, the Public School Contracts Law at N.J.S.A. 18A: 18A-1 et seq. and Federal Procurement Regulations, the stricter requirements shall govern.

2. The Department of Education has the authority to require changes to this Contract and include remedies, changed conditions, access in records retention, suspension of work and other clauses approved by the Office of Federal Procurement Policy.

3. ALL CONTRACTS, AWARDED BY A RECIPIENT, INCLUDING SMALL PURCHASES, SHALL CONTAIN THE FOLLOWING PROVISIONS AS APPLICABLE:

Equal Employment Opportunity *–If the contract exceeds $10,000, it shall* contain a provision requiring compliance with E.O. 11246 – Equal Employment Opportunity, as amended by E.O. 11375 – Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

Notice of Requirement for Affirmative Action to Ensure Equal Opportunity (Executive Order 11246)

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard of Federal Equal Employment Specifications" set forth herein.

2. The goals and timetables for minority and female participation expressed in percentage terms for the Contractor's aggregate work force in each trade on all construction work in the covered area, are as follows:

   (See Attachment A to this Addendum for goals and timetables for minorities and women.)
   Contractor's compliance with Executive Order 11246 shall be based upon its implementation of the Equal Opportunity clause, specific affirmative action obligations required by the Standard Federal Equal Opportunity Construction Contract Specifications, as set forth in 41 CFR Part 60-4 and its efforts to meet the goals established for the geographical area where the Contract is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the Contract, and in each trade, and Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting Contractor's goals shall be a violation of the Contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.
3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of $10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer Identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.
4. As used in this Notice, and in the contract resulting from this solicitation, the "covered area" is (insert description of the geographical areas where the contract is to be performed giving the state, county and city, if any).
   [43 FR 49254, Oct. 20, 1978; 43 FR 51401, Nov. 3, 1978, as amended at 45 FR 65977, Oct. 3, 1980)

b. The equal opportunity clause published at 41 CFR 60-1.4(a) of this chapter is required to be included in, and is part of. All nonexempt Federal contracts and subcontracts, including construction contracts and subcontracts. The equal opportunity clause published at 41 CFR 60- 1.4(b) is required to be included in, and is a part of, all nonexempt federally assisted construction contracts and subcontracts. In addition to the clauses described above, all Federal contracting officers, all applicants and all non-construction contractors, as applicable, shall include the specifications set forth in this section in all Federal and federally assisted construction contracts in excess of $10,000 to be performed in geographical areas designated by the Director pursuant to §60-46 of this part and in construction subcontracts in excess of $10,000 necessary in whole or In part to the performance of non-construction Federal contracts and subcontracts covered under the Executive order.

Standard Federal Equal Employment opportunity Construction Contract Specifications (Executive Order 11246)

c. As used in these specifications

a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;

c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.

d. "Minority" includes

d. Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);

(ii) Hispanic (all persons of Mexican. Puerto Rican, Cuban. Central or South American or other Spanish Culture or origin, regardless of race);
(iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East. Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
(iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification)

2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work Involving any construction trade, It shall physically include in each subcontract in excess of $10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the US Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan.

Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees The overall good faith performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7 a through p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered Construction contractors performing construction work in geographical areas where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the nonworking training hours of apprentices and trainees to be counted in meeting the goals, such apprentices and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the apprentices and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefore, along with

whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and apprenticeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor The Contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for apprenticeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to

prepare for, through appropriate training, etc., such opportunities

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are non-segregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.

8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through p). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling anyone or more of its obligations under 7a through p of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. A single goal for minorities and a separate single goal for women have been established The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups. Both male and female, and all women, both minority and non-minority Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The Contractor shall not use the goals and timetables or affirmative action standards to discriminate against any person because of race, color, religion, sex, or national origin.

11. The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

12. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

13. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any,
employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (eg. those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

e. The notice set forth in 41 CFR 60-42 and the specifications set forth in 41 CFR 60-43 replace the New Form for Federal Equal Employment Opportunity Bid Conditions for Federal and Federally Assisted Construction published at 41 FR 32482 and commonly known as the Model Federal EEO Bid Conditions, and the New Form shall not be used after the regulations in 41 CFR Part 60-4 become effective.

[43 FR 49254, Oct 20, 1978; 43 FR 51401, Nov 3,1978, as amended at 45 FR 65978, Oct. 3, 1980]
These goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally assisted/performed in the covered area). If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor also is subject to the goals for both its federally involved and non-federally involved construction.

Small Minority and Women's Businesses 2 CFR 200.321 (a)
If the Contractor intends to let any subcontracts for a portion of the work, Contractor shall take affirmative steps to assure that small, minority and women's businesses are used when possible as sources of supplies, equipment, construction and services. Affirmative steps shall consist of: (1) including qualified small, minority, and women's businesses on solicitation lists; (2) assuring that small, minority, and women's businesses are solicited whenever they are potential sources; (3) dividing total requirements when economically feasible, into small tasks or quantities to permit maximum participation of small, minority, and women's businesses; (4) establishing delivery schedules, where the requirements of the work permit, which will encourage participation by small, minority and women's businesses; (5) using the services and assistance of the Small Business Administration and the Minority Business Development Agency of the United States Department of Commerce; and (7) Contractor is encouraged to procure goods and services from labor surplus area firms.

***Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c)* – All contracts and sub-grants in excess of $2,000 for construction or repairs awarded by recipients and sub-recipients must include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR

Part 3 – Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

Davis-Bacon Act as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and sub-grants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Byrd Anti-Lobbying Amendment *(31 U.S. C. 1352)* – Contractors who apply or bid for an award of $100,000 or more shall file the attached certification. **(See Attachment B to this Addendum).** Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. The disclosures are forwarded from tier to tier up to the recipient.

Buy American—7 CFR 210.21 (d) and N.J.S.A. 18A:18A-20

The Purchasing Agent shall take all necessary steps to provide in the specifications for goods and services, and to take to the maximum effort practicable to purchase manufactured and farm products and/or "domestic commodity or products" (51% or more), of the United States be used, wherever available for the food services program. This "Buy American" clause is in compliance with 7 CFR 210.21 (d), N.J.S.A. 18A:18A-20 and the Buy American Provisions as outlined in the USDA Memo SP 38-2017 dated June 30, 2017.

Debarment and Suspension—*2 CFR Appendix II Section (H)* *(E.O. 12549 and E.O. 12689)* – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. **SAM Exclusions** contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212) **(See Attachment C to this Addendum)**

Contractors with awards that exceed the small purchase threshold must provide the required certification regarding its exclusion status and that of its principal employees. (Authority: 20 U.S.C. 1221e-3, 3474; OMB Circular A-110)

The Contractor and the Board shall comply with environmental standards and policies related to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (PUB.L.94-163, 89 STAT.871).

STANDARDS (CODE) OF CONDUCT; CONFLICTS OF INTERESTS/GRATUITIES:

The LAKEWOOD BOARD OF EDUCATION pursuant to **Federal Regulation 2 CFR 200.318 (c) (1), N.J.S.A. 18A:18A-1 et seq., and N.J.S.A. 18A:12-21 et seq.,** hereby establishes the following *Standards of Conduct; Conflict of Interests* in the selection, award and administration of contracts using federal funds.

ALL PROCUREMENTS MUST ENSURE THAT THERE IS OPEN AND FREE COMPETITION AND ADHERE TO THE MOST RESTRICTIVE FEDERAL/STATE/LOCAL REQUIREMENTS.

Conflict of Interest

No employee, officer, or agent of LAKEWOOD BOARD OF EDUCATION may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. No person officially connected with, or employed in, the LAKEWOOD BOARD OF EDUCATION shall be an agent for, or be in any way pecuniary or beneficially interested in, or receive any compensation or reward of any kind for, the sale of any textbooks, school apparatus or supplies of any kind, for use in the school district with which he is connected or by which he is employed or within the state or part thereof over which his jurisdiction extends, upon penalty of removal from office or of revocation of his certificate to teach or to administer, direct or supervise the teaching, instruction or educational guidance of pupils in the public schools, but the prohibition of

this section shall not prevent any person from receiving royalties upon the sale of any textbook of which he is the author. N.J.S.A. 18A:6-8

No school official shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that might reasonably be expected to impair his objectivity or independence of judgment. No school official shall act in his official capacity in any matter where he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family. N.J.S.A. 18A:12-24 (c)

Solicitation/Receipt/Acceptance of Gratuities, Favors and Gifts from Contractors
The officers, employees, and agents of LAKEWOOD BOARD OF EDUCATION may neither solicit nor accept gratuities, favors, gifts or anything of monetary value from contractors or parties to subcontracts.

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or other thing of value from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. N.J.S.A. 18A:12-24 (c); 2 CFR 200.318 (c) (1)

Contractor/Vendor Responsibility – Doing Business with the Board of Education
Any vendor doing business or proposing to do business with the LAKEWOOD BOARD OF EDUCATION, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Board or to any member of the official's or employee's immediate family. No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Board, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Disciplinary Actions for Violations of Standards
Officers, employees and agents of LAKEWOOD BOARD OF EDUCATION who violate the standards of conduct, shall be subject to administrative disciplinary actions which may lead to suspension of employment; removal of office and revocation of his certificate to teach or administer in the State of New Jersey.

STEVENS AMENDMENT

The LAKEWOOD BOARD OF EDUCATION recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the

- Percentage of the total cost of the project that will be financed with federal money;
- Dollar amount of federal funds for the project; and
- Percentage and dollar amount of the total cost of the project that will be financed by non- government sources (if any).

The above statements shall be made in all press releases, requests for proposals, bid solicitations and other documents or announcement describing the project.

Complete, Sign & Return

ATTACHMENT A

Complete, Sign & Return

Goals and Timetables for Minorities and Women

Construction Projects ONLY

Please complete and sign:

- ☐ **Applicable – Please provide goals and timetables; complete below**
- ☐ **Not Applicable – Check off and complete below**

Name of Company: _____

Address: _____

City, State, Zip: _____

Signature: _____

Complete, Sign & Return	**ATTACHMENT B** **CERTIFICATION REGARDING LOBBYING**	*Complete, Sign & Return*

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* APPLICANT'S ORGANIZATION
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Prefix: * First Name: Middle Name: *Last Name: Suffix: *Title:
***SIGNATURE:** *DATE:

Complete, Sign & Return

ATTACHMENT C

Complete, Sign & Return

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR 200.212 , for all lower tier transactions meeting the threshold and tier requirements stated at Section 200.212.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension *and/or* debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," " person," "primary covered transaction," " principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

SUPPLEMENT TO STANDARD SPECIFICATIONS FOR PUBLIC WORKS

When Applicable:

The Construction Contract with the Board shall contain the following provisions:

b. The Contractor shall post a maintenance bond with a term of two (2) years to protect the Board against faulty materials or defective work that shall appear within a period of two (2) years from the date of final payment or acceptance of the work by the Board, whichever is later.

c. If the Contractor shall fail to perform any aspect of the work in accordance with the requirements of the Contract, the Board may, upon five (5) days written notice to the Contractor and without prejudice to its other rights and remedies under the Contract, the Public School Contracts Law, and applicable rules and regulations, correct the defective work and deduct the cost thereof from payment due or to become due the Contractor.

d. The Board may withhold all or part of a payment to the Contractor for defective work not remedied.

e. The Board has the right to terminate the Contract if the Contractor repeatedly refuses to perform the terms and conditions of the Contract or if the Contractor violates or disregards federal, state and local laws or, the directives of the Board or its Contract Administrator. The Board, upon the written recommendation of its Contract Administrator that sufficient cause exists to justify such termination, shall provide the Contractor with seven (7) days written notice of termination of the Contract containing the reasons for the termination, the effective date and may finish the work with another Contractor or take other remedies that may be legally available and the Contractor shall not be entitled to any further payment.

f. If the expense of completing the work exceeds the unpaid balance of the Contract, the Contractor shall pay the difference to the Board.

g. The Board may upon seven (7) days written notice to the Contractor and at any time after the execution of this Contract, terminate or reduce the services of the Contractor to be undertaken hereunder for any reason, including but not limited to, the Board's convenience, abandonment of the project, or the unavailability of funds to complete the work. In the event of such termination, the Contractor shall be compensated for its approved services performed hereunder up to the date of termination, and for all reasonable costs of termination as agreed to by the parties, except for lost profits, and damages of any kind, including claims of interference with lost business advantage.

h. All claims or disputes under the Contract between the Parties shall be submitted to the alternative dispute resolution process in Exhibit B of the Construction Contract at the selection of either party to the dispute as attached hereto and made a part hereof.

LAKEWOOD BOARD OF EDUCATION

TECHNICAL SPECIFICATIONS

KEVIN CAMPBELL
Assistant School Business Administrator/ Board Secretary

LAKEWOOD BOARD OF EDUCATION
LAKEWOOD, NEW JERSEY 08701

Technical Specifications

CLEANING SERVICES FOR NONPUBLIC SCHOOLS

Intent of Bid
The intent of this bid is to enter into a contract with a qualified vendor(s) who will provide cleaning services to the Nonpublic Schools in Lakewood based on the specifications described below using CARES Act Funding provided by the Federal Government due to the Covid-19 Pandemic.

Items to Bid
The Board of Education requests bid prices, **without prejudice to any or all rights and/or the Board's position as to this matter and a need for a bid,** for the provision of cleaning services to nonpublic schools in Lakewood listed on the Bid Proposal Form.

Background of the School District
The Lakewood Community at present has approximately one hundred fifty (150) private schools, which provide services to nonpublic students in Lakewood. The district would like to offer to the nonpublic schools, an opportunity to have classroom cleaned and disinfected due to the continued concerns of the COVID-19 virus and the potential spread of the virus. The district would like to secure these services using the Federal CARES Act Funding source which may take place under the supervision of the nonpublic schools **and in accordance with all applicable laws, including but not limited to any or all orders and directives from the Governor of New Jersey.**

Term of Contract
The district requires such services for Cleaning of Nonpublic Schools for the period of **date of award** continuing through **such time that CARES Funding is eliminated and/or appropriations for this service is depleted per school,** Sunday through Saturday, seven (7) days a week dependent on schools schedule. This period may be extended by the Board of Education depending on guidance received from the State of New Jersey as to the present emergent health situation.

Award of Contract
It is the intention of the Board to award the contract to the lowest responsible bidder(s) who submits the lowest responsible bid for the cleaning services per nonpublic school specified in the technical specifications of this bid for the period of time and frequency as indicated per school. The Board reserves the right to split awards among the various bidders in descending amount order, based upon ability of bidder to service the number of schools required.

Qualifications of Bidders
All bidders shall be of known reputation and shall have sufficient qualified personnel and equipment to provide the described services. Most importantly, sufficient qualified personnel must be made available to service any and all sites all located in Lakewood, New Jersey.

Brand Name or Equivalent

If bidding an equivalent, alternate, substitution, etc., the board asks for literature fully describing the make and model of the substitute tent as to be used to compare equivalency to the Century Pole Tent. Failure to provide the documentation with the bid when submitting a substitute may be cause for disqualification of bid.

Authorization to Order/Deliver Goods

No goods or services are to be delivered unless the successful bidder receives an approved purchase order authorizing the ordering and delivery of the products.

A. **Survey/Inspection of Facilities:** It is the Contractor's responsibility to become fully informed as to the nature and extent of the scope of work required and its relation to the school environment and its activities. Arrangements for Contractor's inspection of buildings and/or activity schedules will be made between the contractor and the Nonpublic School Administration. . Each Contractor at their expense should visit the sites and become familiarized with the scope of work required, verify all dimensions and existing conditions.

The Contractor and/or its employees will comply with and do the following:

1. Employees of the successful Contractor must be thoroughly trained, qualified, and capable of performing the work assigned to them.

2. Uniforms: All employees will wear suitable uniforms and slip resistant soled shoes during the working period, and will carry proper identification.

3. Comply with all applicable Federal and State laws, rules and regulations, including, but not limited to, wages and hours of employment requirements. Become familiar with and comply with Board of Education policy.

4. <u>All new Contractor employees must have have their fingerprints taken by MorphoTrust, application completed and **have the state approved background clearance prior to beginning employment**</u>. This must be maintained on-site in the employee's personnel file and copies provided to the District and or its representative. Failure to provide this documentation prior to the employee's first day of work may result in termination of this contract.

   The initial staff must have state background clearance approval that must be archived to the District at the start of the contract. Failure to comply with the specifications herein will cause the Contractor's proposal to be non-responsive and a cause for rejection of the proposal.

B. **Detailed Required Work Shifts:** These shifts are listed individually by school in the technical specifications.

C. **Services, Equipment and Other Items Provided by the Contractor:** The Contractor must provide all transportation, uniforms, equipment, supplies and any other needed item to provide the services

as detailed in Scope of Work in their pricing. Not doing so will cause the Contractor's proposal to be materially defective and cause for rejection.

D. **District Provided Equipment and Supplies:** The District will not provide any equipment or supplies.

E. **Qualifications and Requirements for Being a Responsive Contractor:** The following evidence of qualification/eligibility must be submitted (not doing so or not meeting these requirements may cause the Contractor's bid to be non-responsive and thereby not a responsive proposer):

a) Evidence that the Contractor possesses the correct certifications and licenses by the appropriate government agencies to perform the work specified.

b) Evidence the Contractor has and can provide the training programs, management systems, programs, and procedures that meet the requirements and Scope of Work in this RFB.

c) The Contractor must have a positive record of successful management experience in providing custodial, services to five commercial or education clients equal to or greater in size than the Lakewood's School District off site classroom trailers.

F. **Sub-Contracting:** The contractor must be fully capable of performing the scope of work and services within its own resources and may not assign, transfer, or sublet the contract or any portion thereof without the written consent of the District. Sub-contracting any other part/portion of this contract, without District permission to do so, will be considered a breach of the contract and could result in termination thereof at the sole discretion of the District.

G. **The Contract and Its Award:** The District will calculate price based upon the aggregate total of one year of service. Award will be made on an "All-or-None Offer, Total Offer" basis, per school. Any contract awarded pursuant to this Request for Bids will be awarded to single Contractor per school or to none at all. Award will be made to the lowest responsible Contractor. The District will consider whether the Contractor's bid complies with all the requirements in this RFB. There is no obligation on the part of the District to award a contract. The District may cancel this RFB, reject bids or any portion thereof at any time prior to an award, for any of the reasons set forth in N.J.S.A 18A:18A-22.

This bid and the Contractor's bid response will be made part of the final contract. Should there be a conflict the order of precedence will be the contract, the RFB, and last the Contractor's bid response.

1. **Term of Contract:** The contract will be for a term not to exceed one (1) year but based on each individual school's desired term as indicated in their technical specifications and the availability of CARES Funding allocation for the purposes of this Bid. Extensions are subject to the availability and appropriation annually of sufficient funds by the Board of Education. The contract will commence on date of award, 2020 and continue until June 30, 2021, unless terminated for cause or convenience.

LAKEWOOD BOARD OF EDUCATION
Bid Proposal Form
CLEANING OF NONPUBLIC SCHOOLS

Bid Number 09-2021 Bid Opening Date Tuesday, October 20, 2020

I/we hereby submit the following pricing for the Cleaning of Nonpublic Schools in Lakewood.

Award will be made on an individual school basis. Bidder does not have to bid on each school in order to be considered for award.

All Schools have been listed with their

- **Square footage area to be services**
- **Areas/Locations to be cleaned**
- **Task/s to be performed**
- **Frequency of the task.**

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 _____

LAKEWOOD BOARD OF EDUCATION
BID PROPOSAL SHEET
BID 09-2021
CLEANING SERVICES FOR NONPUBLIC SCHOOLS

SCHOOL	PRICE
Bais Kaila 100 Bais Kaila Lane	$
Bnos Penina 501 Prospect Street	$
Bnos Yaakov 2 Kent Road	$
Cheder Toras Zev 1000 Cross Street	$
Mesivta of Central Jersey(Mesivta Tiferes Tzvi) 360 Ridge Ave.	$
Mesivta of Eatontown 1300 New Hampshire Ave.	$
Mesivta Torah Teminah 780 Vasser Ave.	$
Mikor Chaim 160 Locust Street	$
Tashbar of Lakewood 82 Oak Street	$
United Talmudical Academy 800 Princeton Ave.	$
Yaaros Devash 1193 W. County Line Rd.	$
Yeshiva Birchas Chaim 1111 Vine Street	$
Yeshiva Chayei Olam 688 Cross Street	$
Yeshiva Chemdas Hatorah 950 Massachusetts Ave.	$
Yeshiva Gedola Meohr Hatorah 720 Massachusetts Ave.	$

BAIS KAILA TORAH PREP HS

ROOM	QUANTITY	SQUARE FOOTAGE OF EACH
Classrooms	15	560
Offices	5	200
Cafeteria	2	2800
Bathrooms	5	20 & 150
Overall Building		

Hours of Services: Sunday 8 AM - 11:30 AM

Contract Term: One year or until CARES funds deplete

Bais Kayla Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		X			
b. Empty recyling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.		X			
d. Clean and sanitize all touch points, desks, seats and countertops.					
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse		X			
f. Dust window sills, computer monitors, and wall vents.					
g. Empty pencil sharpeners.					
h. Clean and damp wipe chalkboard trays.		X			
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
j. If carpetted floor, shampoo clean.					
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.					
l. If bare floor, mop clean.		X			
m. If bare floor, wax clean.					
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.					
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		X			
b. Empty recyling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, desks, and countertops.		X			
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse		X			
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.					
j. If bare floor, mop clean.		X			
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.		X			

BAISKHYLA

Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		X			
b. Empty recyling containers and clean as needed.		X			
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, tables, seats and countertops.		X			
e. Clean and santize all door knobs, handles, and light switches.					
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.					
j. If bare floor, mop clean.		X			
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.		X			
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		X			
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.		X			
c. Clean and sanitize toilets and urinals.		X			
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.		X			
e. Clean mirrors and windows.		X			
f. Sweep floors.		X			
g. Mop floors.		X			
h. Wax floors.					
i. Spot clean walls.		X			

BAIS KAYLA

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
b. If carpetted floor, shampoo.					
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.		X			
d. If bare floor, mop clean.		X			
e. If bare floor, wax clean.					
f. Sanitize and clean all touch points, door knobs, light switches.		X			
g. Spot clean walls.		X			
h. Spot clean glass in windows and doors.		X			
i. Fill Purell containers throughout building.		X			
Miscellaneous					
a. Fill Purell containers throughout building.		X			
b. Pick up trash from in, around and outside of building.		X			
c. Wipe down playground equiptment.					

Jewish Education for Girls, Inc. / Bnos Penina

ROOM	QUANTITY	SQUARE FOOTAGE OF EACH
Classrooms	15	Approx. 16 X33
Offices	6	16 X 10
Cafeteria	1-2	56 X 22
Bathrooms	11	
Overall Building	X	13,500 SF

Hours of Services: 8:30 am 5:00 pm Daily

Contract Term: One year or until CARES funds deplete. payment can be either per hour or weekly.

Please contact:

BnosPenina
Mrs. Paschkusz
917 -825-6991
empbp1@gmail.com
office@bnospenina.org

Jewish Center for Education/Bnos Penina					
Area and Task	**Daily**	**Weekly**	**Monthly**	**As Needed**	**One Time Only**
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.	x				
d. Clean and sanitize all touch points, desks, seats and countertops.	x				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.	x				
g. Empty pencil sharpeners.	x				
h. Clean and damp wipe chalkboard trays.	x				
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x				
j. If carpetted floor, shampoo clean.	x				
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
l. If bare floor, mop clean.	x				
m. If bare floor, wax clean.	x	x			
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.	x				
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.	x				
d. Clean and sanitize all touch points, desks, and countertops.	x				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.	x				
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x				
h. If carpetted floor, shampoo clean.	x				
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.	x				
l. Clean and wipe down refrigerators.	x	x			
Cafeterias					

BNOS PENINA

a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.	x				
d. Clean and sanitize all touch points, tables, seats and countertops.	x				
e. Clean and santize all door knobs, handles, and light switches.	x				
f. Dust window sills, computer monitors, and wall vents.	x				
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x				
h. If carpetted floor, shampoo clean.	x				
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.		x			
l. Clean and wipe down refrigerators.		x			
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	x				
c. Clean and sanitize toilets and urinals.	x				
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.	x				
e. Clean mirrors and windows.	x				
f. Sweep floors.	x				
g. Mop floors.	x				
h. Wax floors.	x				
i. Spot clean walls.	x				

BNOS PENINA

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed	x				
b. If carpetted floor, shampoo.		x			
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.	x				
d. If bare floor, mop clean.	x				
e. If bare floor, wax clean.			x		
f. Sanitize and clean all touch points, door knobs, light switches.	x				
g. Spot clean walls.	x				
h. Spot clean glass in windows and doors.					
i. Fill Purell containers throughout building.	x				
	x				
Miscellaneous					
a. Fill Purell containers throughout building.	x				
b. Pick up trash from in, around and outside of building.	x				
c. Wipe down playground equiptment.	x				

Bnos Yaakov Elementary School

ROOM	QUANTITY	SQUARE FOOTAGE OF EACH
Classrooms	26	635 sq ft
Offices	6	600 sq ft
Cafeteria	1	
Bathrooms	7	200
Overall Building		45,000

Hours of Services: Sunday through Friday 3PM to 9 PM

Contract Term: One year or until CARES funds deplete

Bnos Yaakov Elementary Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Classrooms	x				
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.		x			
c. Spot-clean glass in doors, partitions and on the inside of windows.	x				
d. Clean and sanitize all touch points, desks, seats and countertops.	x				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.		x			
g. Empty pencil sharpeners.		x			
h. Clean and damp wipe chalkboard trays.	x				
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.			x		
j. If carpetted floor, shampoo clean.	x				
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
l. If bare floor, mop clean.				x	
m. If bare floor, wax clean.	x				
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.					
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.		x			
d. Clean and sanitize all touch points, desks, and countertops.	x				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.	x				
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x				
h. If carpetted floor, shampoo clean.				x	
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.					x
l. Clean and wipe down refrigerators.					

BNOS YAAKOV

Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.		x			
d. Clean and sanitize all touch points, tables, seats and countertops.	x				
e. Clean and santize all door knobs, handles, and light switches.	x				
f. Dust window sills, computer monitors, and wall vents.	x				
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x				
h. If carpetted floor, shampoo clean.				x	
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.					x
l. Clean and wipe down refrigerators.		x			
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	x				
c. Clean and sanitize toilets and urinals.	x				
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.	x				
e. Clean mirrors and windows.		x			
f. Sweep floors.	x				
g. Mop floors.	x				
h. Wax floors.					
i. Spot clean walls.				x	

BNOS YAAKOV

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed	x				
b. If carpetted floor, shampoo.				x	
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.	x				
d. If bare floor, mop clean.	x				
e. If bare floor, wax clean.				x	
f. Sanitize and clean all touch points, door knobs, light switches.	x				
g. Spot clean walls.				x	
h. Spot clean glass in windows and doors.		x			
i. Fill Purell containers throughout building.				x	
Miscellaneous					
a. Fill Purell containers throughout building.				x	
b. Pick up trash from in, around and outside of building.	x				
c. Wipe down playground equiptment.		x			

Cheder Toras Zev 1000 Cross Street

ROOM	QUANITY	SIZE PER SQUARE FOOT EACH
Classrooms	26	500
Offices	16	100
Cafeteria	1	2400
Bathrooms	5	3(150), 2(48)
Overall Building		34,000

Hours of Service: Sunday –Friday 9am-6pm

Term: 2 Years

Cheder Toras Zev					
Area and Task	**Daily**	**Weekly**	**Monthly**	**As Needed**	**One Time Only**
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Empty recyling containers and clean as needed.	X				
c. Spot-clean glass in doors, partitions and on the inside of windows.		X			
d. Clean and sanitize all touch points, desks, seats and countertops.	X				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	X				
f. Dust window sills, computer monitors, and wall vents.		X			
g. Empty pencil sharpeners.					
h. Clean and damp wipe chalkboard trays.	X				
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
j. If carpetted floor, shampoo clean.					
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	X				
l. If bare floor, mop clean.	X				
m. If bare floor, wax clean.				X	
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.	X				
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Empty recyling containers and clean as needed.	X				
c. Spot-clean glass in doors, partitions and on the inside of windows.	X				
d. Clean and sanitize all touch points, desks, and countertops.	X				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	X				
f. Dust window sills, computer monitors, and wall vents.		X			
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	X				
j. If bare floor, mop clean.	X				
k. If bare floor, wax clean.				X	
l. Clean and wipe down refrigerators.	X				
Cafeterias					

CHEDER TORAS ZEV ✓

a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Empty recyling containers and clean as needed.	X				
c. Spot-clean glass in doors, partitions and on the inside of windows.	X				
d. Clean and sanitize all touch points, tables, seats and countertops.	X				
e. Clean and santize all door knobs, handles, and light switches.	X				
f. Dust window sills, computer monitors, and wall vents.		X			
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	X				
j. If bare floor, mop clean.	X				
k. If bare floor, wax clean.			X		
l. Clean and wipe down refrigerators.	X				
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	X				
c. Clean and sanitize toilets and urinals.	X				
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.	X				
e. Clean mirrors and windows.	X				
f. Sweep floors.	X				
g. Mop floors.	X				
h. Wax floors.			X		
i. Spot clean walls.	X				

Cheder Toras Zev

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed	X				
b. If carpetted floor, shampoo.		X			
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.	X				
d. If bare floor, mop clean.	X				
e. If bare floor, wax clean.		X			
f. Sanitize and clean all touch points, door knobs, light switches.	X				
g. Spot clean walls.	X				
h. Spot clean glass in windows and doors.	X				
i. Fill Purell containers throughout building.			X		
Miscellaneous					
a. Fill Purell containers throughout building.			X		
b. Pick up trash from in, around and outside of building.	X				
c. Wipe down playground equiptment.	X				

Mesivta Of Central Jersey

ROOM	QUANITY	SIZE PER SQUARE FOOT EACH
Classrooms	2	215,192
Offices	2	182,133
Cafeteria	1	228
Bathrooms	5	40,40,36,36,36
Overall Building		2800

Contract Term: From september 2020- september 2021, to clean Between the hours of 8:00 p.m. and 12 a.m. Sunday through Friday

Payment Type: check or credit card

	A	B	C	D	E
1	**Mesivta of Central Jersey**				
2	**Area and Task**	**Daily**	**Weekly**	**Monthly**	**One Time Only**
3	**Classrooms**	X			
4	a. Empty and then damp wipe receptacles and replace with liners when soiled.				
5	b. Empty recyling containers and clean as needed.	x			
6	c. Spot-clean glass in doors, partitions and on the inside of windows.	x			
7	d. Clean and sanitize all touch points, desks, seats and countertops.	x			
8	e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x			
9	f. Dust window sills, computer monitors, and wall vents.	x			
10	g. Empty pencil sharpeners.				
11	h. Clean and damp wipe chalkboard trays.	x			
12	i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x			
13	j. If carpetted floor, shampoo clean.				x
14	k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x			
15	l. If bare floor, mop clean.	x			
16	m. If bare floor, wax clean.				
17	n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.	x			
18					
19	**Offices/Teacher's Rooms/Common Areas**				
20	a. Empty and then damp wipe receptacles and replace with liners when soiled.	x			
21	b. Empty recyling containers and clean as needed.				
22	c. Spot-clean glass in doors, partitions and on the inside of windows.	x			
23	d. Clean and sanitize all touch points, desks, and countertops.	x			
24	e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x			
25	f. Dust window sills, computer monitors, and wall vents.	x			
26	g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x			
27	h. If carpetted floor, shampoo clean.				
28	i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x			
29	j. If bare floor, mop clean.	x			
30	k. If bare floor, wax clean.				
31	l. Clean and wipe down refrigerators.	x			
32					
33	**Cafeterias**				

MESIVTA OF CJ

	A	B	C	D	E
34	a. Empty and then damp wipe receptacles and replace with liners when soiled.	x			
35	b. Empty recyling containers and clean as needed.	x			
36	c. Spot-clean glass in doors, partitions and on the inside of windows.	x			
37	d. Clean and sanitize all touch points, tables, seats and countertops.	x			
38	e. Clean and santize all door knobs, handles, and light switches.	x			
39	f. Dust window sills, computer monitors, and wall vents.	x			
40	g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x			
41	h. If carpetted floor, shampoo clean.				
42	i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x			
43	j. If bare floor, mop clean.	x			
44	k. If bare floor, wax clean.				
45	l. Clean and wipe down refrigerators.	x			
46					
47	**Bathrooms**				
48	a. Empty and then damp wipe receptacles and replace with liners when soiled.	x			
49	b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	x			
50	c. Clean and sanitize toilets and urinals.	x			
51	d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.	x			
52	e. Clean mirrors and windows.	x			
53	f. Sweep floors.	x			
54	g. Mop floors.	x			
55	h. Wax floors.				
56	i. Spot clean walls.	x			
57					
58	**Hallways/Interior areas of the building**				
59	a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed	x			
60	b. If carpetted floor, shampoo.				
61	c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.	x			
62	d. If bare floor, mop clean.	x			
63	e. If bare floor, wax clean.				
64	f. Sanitize and clean all touch points, door knobs, light switches.	x			
65	g. Spot clean walls.	x			
66	h. Spot clean glass in windows and doors.	x			
67	i. Fill Purell containers throughout building.	x			

MESIVTA OF C.J.

	A	B	C	D	E
68					
69	**Miscellaneous**				
70	a. Fill Purell containers throughout building.				
71	b. Pick up trash from in, around and outside of building.	x			
72	c. Wipe down playground equiptment.				
73					

Mesivta of Eatontown

ROOM	QUANTITY	SQUARE FOOTAGE OF EACH
Classrooms	5	200
Offices	2	200
Cafeteria	1	200
Bathrooms	5	
Overall Building		

Hours of Services: Monday through Thursday 12 am - 7 am

Contract Term: One year or until CARES funds deplete

Mesivta of Eatontown					
Area and Task	**Daily**	**Weekly**	**Monthly**	**As Needed**	**One Time Only**
Classrooms	1				
a. Empty and then damp wipe receptacles and replace with liners when soiled.	1				
b. Empty recyling containers and clean as needed.	1				
c. Spot-clean glass in doors, partitions and on the inside of windows.	1				
d. Clean and sanitize all touch points, desks, seats and countertops.	1				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	1				
f. Dust window sills, computer monitors, and wall vents.				1	
g. Empty pencil sharpeners.				1	
h. Clean and damp wipe chalkboard trays.	1				
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	1				
j. If carpetted floor, shampoo clean.					
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	1				
l. If bare floor, mop clean.	1				
m. If bare floor, wax clean.				1	
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.					
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	1				
b. Empty recyling containers and clean as needed.	1				
c. Spot-clean glass in doors, partitions and on the inside of windows.	1				
d. Clean and sanitize all touch points, desks, and countertops.		1			
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse					
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.					
j. If bare floor, mop clean.	1				
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					
Cafeterias					

MESIVTA OF EATONTOWN

a. Empty and then damp wipe receptacles and replace with liners when soiled.	1				
b. Empty recyling containers and clean as needed.	1				
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, tables, seats and countertops.	1				
e. Clean and santize all door knobs, handles, and light switches.					
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.					
j. If bare floor, mop clean.	1				
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	1				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	1				
c. Clean and sanitize toilets and urinals.	1				
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.	1				
e. Clean mirrors and windows.	1				
f. Sweep floors.	1				
g. Mop floors.	1				
h. Wax floors.					
i. Spot clean walls.					

MESIVTA OF EATONTOWN

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
b. If carpetted floor, shampoo.					
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.					
d. If bare floor, mop clean.	1				
e. If bare floor, wax clean.					
f. Sanitize and clean all touch points, door knobs, light switches.					
g. Spot clean walls.					
h. Spot clean glass in windows and doors.					
i. Fill Purell containers throughout building.					
Miscellaneous					
a. Fill Purell containers throughout building.					
b. Pick up trash from in, around and outside of building.	1				
c. Wipe down playground equiptment.					

Mesivta Torah Temimah

ROOM	QUANTITY	SQUARE FOOTAGE OF EACH
Classrooms	5	700
Offices	3	200
Cafeteria	2	600
Bathrooms	2	150
Overall Building		12000

Hours of Services: Sunday - Friday 11 am - 10 pm

Contract Term: One year or until CARES funds deplete

Mesivta Torah Temimah					
Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Empty recyling containers and clean as needed.	X				
c. Spot-clean glass in doors, partitions and on the inside of windows.				X	
d. Clean and sanitize all touch points, desks, seats and countertops.	X				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	X				
f. Dust window sills, computer monitors, and wall vents.				X	
g. Empty pencil sharpeners.					
h. Clean and damp wipe chalkboard trays.					
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	X				
j. If carpetted floor, shampoo clean.					
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	X				
l. If bare floor, mop clean.	X				
m. If bare floor, wax clean.				X	
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.				X	
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Empty recyling containers and clean as needed.	X				
c. Spot-clean glass in doors, partitions and on the inside of windows.				X	
d. Clean and sanitize all touch points, desks, and countertops.	X				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	X				
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	X				
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	X				
j. If bare floor, mop clean.	X				
k. If bare floor, wax clean.				X	
l. Clean and wipe down refrigerators.		X			
Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				

MESIVTA TORAH TEMIMAH

b. Empty recyling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.		x			
d. Clean and sanitize all touch points, tables, seats and countertops.	x				
e. Clean and santize all door knobs, handles, and light switches.	x				
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x				
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.		x			
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.				x	
c. Clean and sanitize toilets and urinals.	x				
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.	x				
e. Clean mirrors and windows.				x	
f. Sweep floors.	x				
g. Mop floors.	x				
h. Wax floors.					
i. Spot clean walls.				x	

MESIVTA TORAH TEMIMAH

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed	X				
b. If carpetted floor, shampoo.					
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.	X				
d. If bare floor, mop clean.	X				
e. If bare floor, wax clean.					
f. Sanitize and clean all touch points, door knobs, light switches.	X				
g. Spot clean walls.				X	
h. Spot clean glass in windows and doors.				X	
i. Fill Purell containers throughout building.				X	
Miscellaneous					
a. Fill Purell containers throughout building.				X	
b. Pick up trash from in, around and outside of building.				X	
c. Wipe down playground equiptment.					

Mikor Chaim

ROOM	QUANITY	SIZE PER SQUARE FOOT EACH
Classrooms	4	600
Offices	4	100
Cafeteria	1	1200
Bathrooms	2	500/60
Rec Room	1	600
Synagogues	2	700/1800
Overall Building		Approximately 10,000

Hours of Services: **Sunday through Friday 10:00 PM - 7AM**

Contract Term: **One year or until CARES funds deplete**

Payment Type: **Check**

School Name: Mikor Chaim

	A	B	C	D	E	F
1						
2						
3		Daily	Weekly	Monthly	As Needed	One Time Only
4	SCHOOL: ___Mkor Chaim_____					
5						
6	Classrooms					
7	a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
8	b. Empty recycling containers and clean as needed.					
9	c. Spot-clean glass in doors, partitions and on the inside of windows.					
10	d. Clean and sanitize all touch points, desks, seats and countertops.	X				
11	e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse	X				
12	f. Dust window sills	X				
13	g. Empty pencil sharpeners.					
14	h. Clean and damp wipe chalkboard trays.					
15	i. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
16	j. If carpeted floor, shampoo clean.					
17	k. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	X				
18	l. If bare floor, mop clean.	X				
19	m. If bare floor, wax clean.					
20	n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.					
21						
22						
23						
24	Offices/Teacher's Rooms/Common Areas					
25	a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
26	b. Empty recycling containers and clean as needed.					
27	c. Spot-clean glass in doors, partitions and on the inside of windows.					
28	d. Clean and sanitize all touch points, desks, and countertops.	X				
29	e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse	X				
30	f. Dust window sills, computer monitors, and wall vents.	X				
31	g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
32	h. If carpeted floor, shampoo clean.					
33	i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	X				
34	j. If bare floor, mop clean.	X				
35	k. If bare floor, wax clean.					
36	l. Clean and wipe down refrigerators.	X				
37						
38	Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
39						

MIKOR CHAIM

	A	B	C	D	E	F
40	Cafeterias					
41	a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
42	b. Empty recycling containers and clean as needed.					
43	c. Spot-clean glass in doors, partitions and on the inside of windows.					
44	d. Clean and sanitize all touch points, tables, seats and countertops.	X				
45	e. Clean and sanitize all door knobs, handles, and light switches.	X				
46	f. Dust window sills, computer monitors, and wall vents.					
47	g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
48	h. If carpeted floor, shampoo clean.					
49	i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	X				
50	j. If bare floor, mop clean.	X				
51	k. If bare floor, wax clean.					
52	l. Clean and wipe down refrigerators.	X				
53						
54	Bathrooms					
55	a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
56	b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	X				
57	c. Clean and sanitize toilets and urinals.	X				
58	d. Clean and sanitize all door knobs, handles, light switches, and bathroom stalls.	X				
59	e. Clean mirrors and windows.					
60	f. Sweep floors.	X				
61	g. Mop floors.	X				
62	h. Wax floors.					
63	i. Spot clean walls.					
64						
65	Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
66						
67	Hallways/Interior areas of the building					
68	a. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
69	b. If carpeted floor, shampoo.					
70	c. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	X				
71	d. If bare floor, mop clean.	X				
72	e. If bare floor, wax clean.					
73	f. Sanitize and clean all touch points, door knobs, light switches.	X				
74	g. Spot clean walls.					
75	h. Spot clean glass in windows and doors.					
76	i. Fill Purell containers throughout building.					
77						
78	Miscellaneous					

MIKOR CHAIM

	A	B	C	D	E	F
79	a. Fill Purell containers throughout building.					
80	b. Pick up trash from in, around and outside of building.	X				
81	c. Wipe down playground equipment.					
82						

Tashbar of Lakewood

ROOM	QUANITY	SIZE PER SQUARE FOOT EACH
Classrooms	30	
Offices	15	
Cafeteria	1	
Bathrooms	15	
Resource rooms	30	
Overall Building		

Hours of Services: 4-10 pm Daily

Contract Term: 1 year

Payment Type: check

School Name: Tashbar Of Lakewood

SCHOOL: _____Tashbar Of Lakewood_____	Daily	Weekly	Monthly	As Needed	One Time Only
Classrooms	Y				
a. Empty and then damp wipe receptacles and replace with liners when soiled.					
b. Empty recycling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.	Y				
d. Clean and sanitize all touch points, desks, seats and countertops.		Y			
e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse		Y			
f. Dust window sills, computer monitors, and wall vents.			Y		
g. Empty pencil sharpeners.					
h. Clean and damp wipe chalkboard trays.					
i. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	Y				
j. If carpeted floor, shampoo clean.					
k. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	Y				
l. If bare floor, mop clean.	Y				
m. If bare floor, wax clean.		Y			
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.					
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	Y				
b. Empty recycling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.	Y				
d. Clean and sanitize all touch points, desks, and countertops.		Y			
e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse		Y			
f. Dust window sills, computer monitors, and wall vents.		Y			
g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpeted floor, shampoo clean.					

TASHBAR

i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	Y				
j. If bare floor, mop clean.	Y				
k. If bare floor, wax clean.		Y			
l. Clean and wipe down refrigerators.		Y			

Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	Y				
b. Empty recycling containers and clean as needed.	Y				
c. Spot-clean glass in doors, partitions and on the inside of windows.	Y				
d. Clean and sanitize all touch points, tables, seats and countertops.	Y				
e. Clean and sanitize all door knobs, handles, and light switches.	Y				
f. Dust window sills, computer monitors, and wall vents.	Y				
g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	Y				
h. If carpeted floor, shampoo clean.					
i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	Y				
j. If bare floor, mop clean.	Y				
k. If bare floor, wax clean.		Y			
l. Clean and wipe down refrigerators.		Y			
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	Y				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	Y				
c. Clean and sanitize toilets and urinals.	Y				
d. Clean and sanitize all door knobs, handles, light switches, and bathroom stalls.	Y				
e. Clean mirrors and windows.	Y				
f. Sweep floors.	Y				

TASH BAR

g. Mop floors.	Y				
h. Wax floors.		Y			
i. Spot clean walls.		Y			

Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Hallways/Interior areas of the building					
a. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed	Y				
b. If carpeted floor, shampoo.					
c. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	Y				
d. If bare floor, mop clean.	Y				
e. If bare floor, wax clean.		Y			
f. Sanitize and clean all touch points, door knobs, light switches.	Y				
g. Spot clean walls.		Y			
h. Spot clean glass in windows and doors.	Y				
i. Fill Purell containers throughout building.					
Miscellaneous					
a. Fill Purell containers throughout building.					
b. Pick up trash from in, around and outside of building.	Y				
c. Wipe down playground equipment.					

[United Talmudical Academy – 800 Princeton Ave.]

ROOM	QUANTITY	SQUARE FOOTAGE OF EACH
Classrooms	10	420
Offices	2	1 @ 140 / 1 @ 200
Cafeteria	1	1700
Bathrooms	8	3 @ 15 / 5 @ 40
Shul	1	1060
Overall Building		Approximately 3800

Hours of Services: Sunday through Friday 4:30 PM to 8 PM

Contract Term: starting immediately till July 13, 2021

United Talmudical Academy					
Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.		x			
d. Clean and sanitize all touch points, desks, seats and countertops.	x				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse		x			
f. Dust window sills, computer monitors, and wall vents.		x			
g. Empty pencil sharpeners.					
h. Clean and damp wipe chalkboard trays.					
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
j. If carpetted floor, shampoo clean.					
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
l. If bare floor, mop clean.	x				
m. If bare floor, wax clean.					
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.	x				
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, desks, and countertops.	x				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					
Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				

UTA

b. Empty recyling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.		x			
d. Clean and sanitize all touch points, tables, seats and countertops.	x				
e. Clean and santize all door knobs, handles, and light switches.	x				
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	x				
c. Clean and sanitize toilets and urinals.	x				
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.	x				
e. Clean mirrors and windows.					
f. Sweep floors.	x				
g. Mop floors.	x				
h. Wax floors.					
i. Spot clean walls.					

UTA

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
b. If carpetted floor, shampoo.					
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.	x				
d. If bare floor, mop clean.	x				
e. If bare floor, wax clean.					
f. Sanitize and clean all touch points, door knobs, light switches.	x				
g. Spot clean walls.	x				
h. Spot clean glass in windows and doors.		x			
i. Fill Purell containers throughout building.	x				
Miscellaneous					
a. Fill Purell containers throughout building.	x				
b. Pick up trash from in, around and outside of building.	x				
c. Wipe down playground equiptment.	x				

ROOM	QUANITY	SIZE PER SQUARE FOOT EACH
Classrooms	2	12x20
Offices	1	10x12
Cafeteria	2	20x10
Bathrooms	3	6x8
Overall Building		

Hours of Services: 8 to 10 pm

Contract Term: One year

Payment Type: CARES Act Fund

School Name: Yaaros Devash

SCHOOL: Yaaros Devash _____	Daily	Weekly	Monthly	As Needed	One Time Only
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		x			
b. Empty recycling containers and clean as needed.		x			
c. Spot-clean glass in doors, partitions and on the inside of windows.			x		
d. Clean and sanitize all touch points, desks, seats and countertops.		x			
e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse		x			
f. Dust window sills, computer monitors, and wall vents.		X			
g. Empty pencil sharpeners.					
h. Clean and damp wipe chalkboard trays.					
i. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.				x	
j. If carpeted floor, shampoo clean.					
k. If bare floor such as wood, linoleum, tile or concrete, sweep clean.		X			
l. If bare floor, mop clean.		X			
m. If bare floor, wax clean.					
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.		X			
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		X			
b. Empty recycling containers and clean as needed.		X			
c. Spot-clean glass in doors, partitions and on the inside of windows.		X			
d. Clean and sanitize all touch points, desks, and countertops.		X			
e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse		X			
f. Dust window sills, computer monitors, and wall vents.		X			
g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpeted floor, shampoo clean.					

YAAROS DEVASH

i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.		X			
j. If bare floor, mop clean.		X			
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					

Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		X			
b. Empty recycling containers and clean as needed.		X			
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, tables, seats and countertops.		X			
e. Clean and sanitize all door knobs, handles, and light switches.		X			
f. Dust window sills, computer monitors, and wall vents.		X			
g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpeted floor, shampoo clean.					
i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.		X			
j. If bare floor, mop clean.		X			
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.		X			
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		X			
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.		X			
c. Clean and sanitize toilets and urinals.		X			
d. Clean and sanitize all door knobs, handles, light switches, and bathroom stalls.		X			
e. Clean mirrors and windows.		X			
f. Sweep floors.		X			

YAAROS DEVASH

g. Mop floors.		X			
h. Wax floors.					
i. Spot clean walls.		x			

Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Hallways/Interior areas of the building					
a. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
b. If carpeted floor, shampoo.					
c. If bare floor such as wood, linoleum, tile or concrete, sweep clean.		X			
d. If bare floor, mop clean.		X			
e. If bare floor, wax clean.					
f. Sanitize and clean all touch points, door knobs, light switches.		X			
g. Spot clean walls.		X			
h. Spot clean glass in windows and doors.					
i. Fill Purell containers throughout building.		x			
Miscellaneous					
a. Fill Purell containers throughout building.		x			
b. Pick up trash from in, around and outside of building.		x			
c. Wipe down playground equipment.					

YESHIVA BIRCHAS CHAIM

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ROOM	QUANITY	SIZE PER SQUARE FOOT EACH
Classrooms	5	625 sq. feet
Offices		
Study Hall	1	2900 sq. feet
Bathrooms	1	325 sq. feet
Hallway	1	1000 sq. feet
Overall Building		7350 sq. feet

Hours of Services: 9 PM till 1 AM or any overnight hours Sunday through Friday

Contract Term: Till CARES money is used

Payment Type:

School Name: Yeshiva Birchas Chaim 1111 Vine Avenue

Yeshiva Birchas Chaim 1

SCHOOL: Yeshiva Birchas Chaim	Daily	Weekly	Monthly	As Needed	One Time Only
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recycling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.	x				
d. Clean and sanitize all touch points, desks, seats and countertops.		x			
e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.	x				
g. Empty pencil sharpeners.		x			
h. Clean and damp wipe chalkboard trays.	n/a				
i. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	x				
j. If carpeted floor, shampoo clean.	n/a				
k. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	n/a				
l. If bare floor, mop clean.	x				
m. If bare floor, wax clean.	x				
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.				x	
	n/a				
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recycling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.	x				
d. Clean and sanitize all touch points, desks, and countertops.	x				
e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.	x				
g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.	n/a				
h. If carpeted floor, shampoo clean.	n/a				
	n/a				

YESHIVA BIRCHAS CHAIM

i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.					x
l. Clean and wipe down refrigerators.		x			

Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.					
b. Empty recycling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, tables, seats and countertops.					
e. Clean and sanitize all door knobs, handles, and light switches.					
f. Dust window sills, computer monitors, and wall vents.					
g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpeted floor, shampoo clean.					
i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.					
j. If bare floor, mop clean.					
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	x				
c. Clean and sanitize toilets and urinals.	x				
d. Clean and sanitize all door knobs, handles, light switches, and bathroom stalls.	x				
e. Clean mirrors and windows.		x			
f. Sweep floors.	x				
g. Mop floors.	x				

YESHIVA BIRCHAS CHAIM

h. Wax floors.					x
i. Spot clean walls.				x	

Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Hallways/Interior areas of the building					
a. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed	x				
b. If carpeted floor, shampoo.	n/a				
c. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	x				
d. If bare floor, mop clean.	x				
e. If bare floor, wax clean.					x
f. Sanitize and clean all touch points, door knobs, light switches.		x			
g. Spot clean walls.				x	
h. Spot clean glass in windows and doors.		x			
i. Fill Purell containers throughout building.				x	
Miscellaneous					
a. Fill Purell containers throughout building.					
b. Pick up trash from in, around and outside of building.					
c. Wipe down playground equipment.					

Yeshiva Chayei Olam

ROOM	QUANTITY	SQUARE FOOTAGE OF EACH
Classrooms	3	21x13
Offices	3	8x8
Cafeteria	1	20x30
Bathrooms	1	20x10
Overall Building		

Hours of Services: 9:30 pm to 11:30 p.m. Monday and Wednesday

Contract Term: One year

YESHIVA CHAYEI OLAM	Daily	Weekly	Monthly	As Needed	One Time Only
Area and Task					
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.				x	
d. Clean and sanitize all touch points, desks, seats and countertops.	x				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.		x			
g. Empty pencil sharpeners.		x			
h. Clean and damp wipe chalkboard trays.		x			
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.		x			
j. If carpetted floor, shampoo clean.					
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
l. If bare floor, mop clean.	x				
m. If bare floor, wax clean.			x		
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.	x				
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.		x			
b. Empty recyling containers and clean as needed.	x				
c. Spot-clean glass in doors, partitions and on the inside of windows.				x	
d. Clean and sanitize all touch points, desks, and countertops.	x				
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse	x				
f. Dust window sills, computer monitors, and wall vents.		x			
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.	x				
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.					
k. If bare floor, wax clean.				x	
l. Clean and wipe down refrigerators.					
Cafeterias				x	
c. Spot-clean glass in doors, partitions and on the inside of windows.	x				
d. Clean and sanitize all touch points, tables, seats and countertops.	x				
e. Clean and santize all door knobs, handles, and light switches.	x				
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.	x				
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.				x	
k. If bare floor, wax clean.				x	
l. Clean and wipe down refrigerators.					
Bathrooms	x				
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	x				
c. Clean and sanitize toilets and urinals.	x				
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.				x	
e. Clean mirrors and windows.	x				
f. Sweep floors.	x				
g. Mop floors.				x	
h. Wax floors.				x	
i. Spot clean walls.					

YESHIVA CHAYEI OLAM

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
b. If carpetted floor, shampoo.	x				
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.	x				
d. If bare floor, mop clean.				x	
e. If bare floor, wax clean.	x				
f. Sanitize and clean all touch points, door knobs, light switches.				x	
g. Spot clean walls.				x	
h. Spot clean glass in windows and doors.	x				
i. Fill Purell containers throughout building.					
Miscellaneous	x				
a. Fill Purell containers throughout building.	x				
b. Pick up trash from in, around and outside of building.					
c. Wipe down playground equiptment.					
Hallways/Interior areas of the building					
a. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
b. If carpeted floor, shampoo.					
c. If bare floor such as wood, linoleum, tile or concrete, sweep clean.					
x					
d. If bare floor, mop clean.					
x					
e. If bare floor, wax clean.					
f. Sanitize and clean all touch points, door knobs, light switches.					
x					
g. Spot clean walls.					
x					

Yeshiva Chemdas Hatorah

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ROOM	QUANITY	SIZE PER SQUARE FOOT EACH
Classrooms	5	400,400,550,550,612,
Offices	1	144
Cafeteria	1	
Bathrooms	3	231,168,168
Overall Building	Hallways, coffee room, Stairs	3930

Hours of Services: Sunday though Friday 10 PM to 1 AM

Contract Term: One year or until CARES funds deplete

Payment Type: Check

School Name: Yeshiva Chemdas Hatorah

Yeshiva Chemdas Hatorah

Yeshiva Chemdas Hatorah

SCHOOL: _____	Daily	Weekly	Monthly	As Needed	One Time Only
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Empty recycling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, desks, seats and countertops.					
e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse	X				
f. Dust window sills, computer monitors, and wall vents.					
g. Empty pencil sharpeners.					
h. Clean and damp wipe chalkboard trays.					
i. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
j. If carpeted floor, shampoo clean.					
k. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	X				
l. If bare floor, mop clean.				X	
m. If bare floor, wax clean.					
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.					
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Empty recycling containers and clean as needed.	X				
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, desks, and countertops.	X				
e. Clean and sanitize all door knobs, handles, light switches, and computer keyboards/mouse	X				
f. Dust window sills, computer monitors, and wall vents.					
g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpeted floor, shampoo clean.					

Yeshiva Chemdas Hatorah 2.

YESHIVA CHEMDAS HATORAH

i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	X				
j. If bare floor, mop clean.				X	
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					

Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.				X	
b. Empty recycling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, tables, seats and countertops.				X	
e. Clean and sanitize all door knobs, handles, and light switches.				X	
f. Dust window sills, computer monitors, and wall vents.					
g. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpeted floor, shampoo clean.					
i. If bare floor such as wood, linoleum, tile or concrete, sweep clean.				X	
j. If bare floor, mop clean.	X				
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	X				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	X				
c. Clean and sanitize toilets and urinals.	X				
d. Clean and sanitize all door knobs, handles, light switches, and bathroom stalls.	X				
e. Clean mirrors and windows.					
f. Sweep floors.	X				
g. Mop floors.	X				

Yeshiva Chemdas Hatorah

h. Wax floors.	
i. Spot clean walls.	X

Area and Task	Daily	Weekly	Monthly	As Needed	One Time Only
Hallways/interior areas of the building					
a. If carpeted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
b. If carpeted floor, shampoo					
c. If bare floor such as wood, linoleum, tile or concrete, sweep clean.	X				
d. If bare floor, mop clean.	X				
e. If bare floor, wax clean.					
f. Sanitize and clean all touch points, door knobs, light switches.	X				
g. Spot clean walls.	X				
h. Spot clean glass in windows and doors.					
i. Fill Purell containers throughout building.					
Miscellaneous					
a. Fill Purell containers throughout building.					
b. Pick up trash from in, around and outside of building.	X				
c. Wipe down playground equipment.					

Yeshiva Chemdas Hatorah

Yeshiva Gedolah Meor Hatorah

ROOM	QUANTITY	SQUARE FOOTAGE OF EACH
Classrooms	3	Aprox 200
Offices	2	Aprox 80
Cafeteria	1	Approx 1100
Bathrooms	3(each room includes a few stalls)	120
Main Study Hall		1100
Overall Building		3500

Hours of Services: Sunday through Friday 8:30 PM through 2:30 AM

Contract Term: 1 year

Yeshiva Gedolah Meohr Hatorah					
Area and Task	**Daily**	**Weekly**	**Monthly**	**As Needed**	**One Time Only**
Classrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, desks, seats and countertops.					
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse					
f. Dust window sills, computer monitors, and wall vents.					
g. Empty pencil sharpeners.					
h. Clean and damp wipe chalkboard trays.					
i. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
j. If carpetted floor, shampoo clean.					
k. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
l. If bare floor, mop clean.	x				
m. If bare floor, wax clean.					
n. Clean and sanitize classroom sinks, replenish paper towels and soap dispensers.					
Offices/Teacher's Rooms/Common Areas					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Empty recyling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, desks, and countertops.					
e. Clean and santize all door knobs, handles, light switches, and computer keyboards/mouse					
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.					
Cafeterias					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				

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b. Empty recyling containers and clean as needed.					
c. Spot-clean glass in doors, partitions and on the inside of windows.					
d. Clean and sanitize all touch points, tables, seats and countertops.					
e. Clean and santize all door knobs, handles, and light switches.					
f. Dust window sills, computer monitors, and wall vents.					
g. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed.					
h. If carpetted floor, shampoo clean.					
i. If bare floor such as wood, lanoleum, tile or concrete, sweep clean.	x				
j. If bare floor, mop clean.	x				
k. If bare floor, wax clean.					
l. Clean and wipe down refrigerators.	x				
Bathrooms					
a. Empty and then damp wipe receptacles and replace with liners when soiled.	x				
b. Clean and sanitize sinks, replenish paper towels and soap dispensers.	x				
c. Clean and sanitize toilets and urinals.	x				
d. Clean and santize all door knobs, handles, light switches, and bathroom stalls.					
e. Clean mirrors and windows.					
f. Sweep floors.	x				
g. Mop floors.	x				
h. Wax floors.					
i. Spot clean walls.	x				

Y. GEDOLAH MEOHR HATORAH

Hallways/Interior areas of the building					
a. If carpetted floor, vacuum clean the entire area, moving all furniture and rearranging as needed					
b. If carpetted floor, shampoo.					
c. If bare floor such as wood, lanoleun, tile or concrete, sweep clean.	x				
d. If bare floor, mop clean.	x				
e. If bare floor, wax clean.					
f. Sanitize and clean all touch points, door knobs, light switches.					
g. Spot clean walls.	x				
h. Spot clean glass in windows and doors.					
i. Fill Purell containers throughout building.					
Miscellaneous					
a. Fill Purell containers throughout building.					
b. Pick up trash from in, around and outside of building.	x				
c. Wipe down playground equiptment.					