PITMAN SCHOOL DISTRICT
320 GRANT AVENUE
PITMAN, NJ 08071

REQUEST FOR PROPOSALS (RFP)
FOR CONSTRUCTION MANAGEMENT SERVICES

Submission Due Date:
February 11, 2026 at 11:00 AM

PURPOSE

The Board of Education of the PITMAN School District (BOARD) is requesting proposals from experienced and qualified firms or individuals to provide Construction Management Services in connection with the construction of NJDOE PROJECTS: 4140-300-25-1000 and 4140-300-25-2000 PITMAN ELEMENTARY SCHOOL HVAC & BOILER projects at the Pitman Elementary School, 138 E Holly Ave, Pitman, NJ 08071.

Bid Documents for the proposed Work are on file at the office of the Architect, Fraytak Veisz Hopkins Duthie, P.C., 1515 Lower Ferry Road, Trenton, NJ 08618, tel. 609.883.7101. Electronic Bid Documents are available for no fee from the Architect's website. Requests for electronic project documentation must be made through a registered account via the FVHD Contractor Portal at https://www.fvhdpc.com/contractors. The Board intends to solicit proposals and qualifications for Construction Management Services from qualified applicants.

SCOPE

In general, professional Construction Management "Not-At-Risk" Services consistent with the responsibilities defined in the district edited American Institute of Architects AIA A-201 CMA General Conditions of the Contract for Construction and as specifically outlined in Article 4 – ADMINISTRATION OF CONTRACT. Services are to be provided from the date of engagement by the Owner through (60) calendar days from the date of Substantial Project Completion by the successful Contractor(s) as set forth in the Contract Time of Completion of the Contract Documents. Services are to be provided to supplement services provided by the Owner's Architect, Fraytak Veisz Hopkins Duthie, P.C.

A. PRECONSTRUCTION PHASE: February

1. Review design documents during development for constructability, coordination, completeness and value. Provide a written constructability analysis report with recommendations to the Board and FVHD Architects at the completion of construction documents phases.
2. Prepare a constructability/value analysis report at the completion of the construction documents phase in Excel and on the Drawings, as required.

3. Attending design meetings as necessary, conducted by FVHD Architects, at their office or Zoom call.

4. Analyze the project requirements and develop a site logistics plan in consultation with FVHD Architects, and Owner, as necessary.

5. Assist the Board with recommendations regarding any Board purchased equipment and material (FFE).

6. Review, affirm and monitor overall project schedule prepared by FVHD Architects including design, approvals, bidding, construction, occupancy and closeout. Monitor and update the project schedule biweekly, during the preconstruction phase.

7. Review, affirm and monitor the construction milestone schedule prepared by FVHD Architects, based on the established phasing plan to be included in the bidding documents.

8. Prepare RFPs for the selection of special consultants, which may be required during the project. (Construction Testing, Commissioning, etc.)

9. Assist FVHD Architects and counsel with preparation and issuance of construction bid packages, summary of work, general conditions, etc.

10. Help generate local qualified Contractor interest in the project.

11. Assist FVHD Architects with the pre-proposal conference with prospective bidders.

12. With FVHD Architects and counsel, evaluate Contractor proposals and prepare a bid analysis and recommendation of contract award for Board approval.

13. Organize and oversee a preconstruction "kickoff" meeting with the successful Contractor immediately after contract award.

14. Assist FVHD Architects and Contractor in obtaining any necessary permits.

B. DESIGN AND BIDDING PHASE – N/A

C. CONSTRUCTION PHASE: April – August 2026

1. Provide sufficient staffing to provide the services described herein.
   Project Management
   Construction Supervision
   Others as Required

2. Provide project administration as needed, as the point of communications with the Contractor, as the Board's agent. Coordination of construction activities for various projects consisting of HVAC/Boiler work.

3. Serve as Project's primary point of contact throughout the project until final acceptance.

4. Assist the Owner in hiring and coordination with the Owner's construction testing, balancing, inspection activities, and commissioning agent.
5. Oversee storage of any Board purchased items.
6. Participate in meetings with the Site Supervisors of the various trades, as needed, to ensure proper coordination and continuity of the schedule.
7. Conduct the bi-weekly construction meetings, prepare the minutes of the meeting, and distribute the same to all.
8. Provide logging, tracking, reviewing and recommendations for all proposed change orders submitted by a contractor. Provide an Excel spreadsheet to track the COR#, date requested, scope of work, proposed amount, status, approved amount, approved date and note if it is an allowance or change order.
9. Prepare monthly reports summarizing project progress relative to design, cost and schedule. Reports to include any updated schedules, cost reports, change order log, RFI log, submittal log and photographs.
10. Review Contractor monthly applications for payment approval and work with FVHD Architects. Confirm all relevant attachments including certified payroll reports, affirmative action reports, etc. are included.
11. Advise FVHD Architects and Owner on a regular basis of any problems or coordination requirements.
12. Create and maintain a log of construction activities and site, weather and other factors describing or affecting construction work.
13. Assist Owner with Owner provided items, equipment and installation. The items include but are not limited to furniture, technology, data, security systems, fire systems, DCA required special inspections, HVAC TAB and Commissioning services, etc.
14. Review Contractor(s) Technical and other Submittals and Shop Drawings for completion, as required by the Contract Documents, and transmission of same to FVHD Architects for technical review and approval. Incomplete submittals are to be returned to the Contractor by the Construction Manager.
15. Review progress of the work for quality, and adherence to the contract documents, inspect all work and alert FVHD Architects to any conformance issues for final disposition by FVHD Architects. Monitor the work of the Contractor to achieve high quality performance. Recommend corrective actions to FVHD Architects, if required.
16. Take digital photographs of the project as needed.
17. Assist FVHD Architects in identifying incomplete and unsatisfactory work. Coordinate completion of corrective work with Contractor.
18. Assist FVHD Architects in final inspections and determination of substantial completion.

D. CLOSEOUT PHASE: August - September 2026

1. Identify and resolve any open issues. Coordinate Contractor completion of all punch list items.

2. Coordinate receipt, review for accuracy and transmittal to the Board of Contractor supplied attic stock, spare parts, as-built drawings, warranties, operations and maintenance manuals, etc.

3. Oversee all Contractor final inspections, and receipt of Certificate of Occupancy from the Borough.

4. Oversee Contractor's final system demonstrations and training to Board's facilities staff.

5. Summarize total project costs in a final report, including all change orders.

REQUEST FOR PROPOSALS AND QUALIFICATIONS – PROCEDURES

Distribution of RFP

The RFP can be picked up at the PITMAN Board of Education Office, 320 GRANT AVENUE, PITMAN NJ 08071, during normal business hours between 8:00 a.m. and 4:00 p.m. Distribution of the package will begin on January 30, 2026 The RFP can also be obtained on the district's website at https://www.pitman.k12.nj.us/our-district/business-office/current-rfp-and-bid-postings.

It is the responsibility of all potential Proposers requesting the RFP package to request of the Board that such potential Construction Manager's name and their contact information be placed on the distribution list to be maintained in the office of the Board. In the event that the Board issues responses to Proposers' questions, or if additional information or clarification is required to be distributed by the Board, such information will be distributed to those on the distribution list. The Board assumes no responsibility for distribution to potential Construction Management firms who are not on the distribution list.

Responses

All RFPs must be received by the Board of Education Business Administrator/Board Secretary no later than **11:00 a.m. on February 11, 2026,** at the Board of Education office located at 320 GRANT AVENUE, PITMAN NJ 08071, for the PITMAN School District. The exterior of such sealed envelope shall be clearly labeled and state "BOARD OF EDUCATION OF PITMAN - CONSTRUCTION MANAGEMENT SERVICES PROPOSAL." Responding Proposers will provide three (2) copies of their response. All questions concerning this notice should be addressed to the Business Administrator/Board Secretary, Mr. Christopher DeStratis, (856) 589-2145 or via email at: cdestratis@pitman.k12.nj.us.

Facsimile or e-mail submissions will not be accepted.

Proposers should submit a technical proposal which contains the following:

A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided.

B. The age of the proposer's firm and the average number of employees over the past three years.

C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. Include an organization chart and resumés for all persons identified as potential key staff. You are required to identify the On-site Construction Manager who will be committed to this project for the duration unless otherwise advised or approved by the Owner. **Minimum qualification requirements** include:

1. **The Project Executive** should have at least 15 years of management experience with a minimum of 10 New Jersey public projects of a similar size and scope.

2. **Construction Managers** should have good communication and computer skills, at least 5-10 years of management experience on large public construction projects; or shall have a degree in Architectural, Engineering or Construction Management with a minimum of 5 years of experience. Mechanical system experience preferred.

D. A listing of at least 10 other engagements where services of the types being proposed were provided in the past ten years and should include other school districts and other levels of government. The list must include the following information: project location, client, architect, services provided, completion date, construction value, change orders and contact person. The Board of Education may obtain references from any of the parties listed.

E. A description of all other areas of expertise of the proposer, with emphasis on a description of those services of interest to a Board of Education client.

F. A detailed plan for providing the proposed services, with a description of the proposing firm's approach and specific scope of services.

G. Proof of professional liability insurance. Submit Certificate of Insurance- Workers Compensation, Employer's Liability, Excess Liability, Professional Liability, Comprehensive Automobile Liability Insurance

H. Proof of any necessary professional license or certification from the State of New Jersey for all professionals assigned to the engagement.

I. Statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

J. A description of any litigation with New Jersey school districts or other New Jersey Public Entities relative to services performed by the proposer.

K. Minimum of three (3) references with contact name, address, telephone, and fax numbers.

L. An explanation of the proposer's availability for meetings and conferences at the district's facilities.

M. Explain your firm's (not your personnel) experience with K-12 construction.

N. Evidence of your firm's current New Jersey Schools Development Authority prequalification status; ($25 M minimum required)

O. An Affirmative Action Statement

P. A completed Non-Collusion Affidavit

Q. A completed Owner Disclosure Statement

R. Chapter 271 Political Contribution Disclosure Form

S. Disclosure of Investment Activities in Iran

T. A copy of the proposer's New Jersey Business Registration Certificate.

U. Evidence of your firm's current NJ Division of Property Management and Construction Consultant Prequalification status with unlimited prequalification for Construction Management.

FEE PROPOSAL

The proposer must submit a fee proposal for providing the services outlined in this Request for Proposals.

- Preconstruction Phase: Provide a lump sum fee for all services.
- Construction Phase: Provide a monthly fee inclusive of all reimbursables for the stated services and manpower.
- Post Occupancy: Provide a single average hourly billing rate for post construction phase services as described. Also provide a "not-to-exceed" monthly post occupancy fee.

The PITMAN Board of Education does not provide payment for or reimbursement for travel expenses.

Proposers' Questions:
The Board will accept written questions from proposing Construction Management Firms. All such written questions must be submitted by February 4, 2026. Responses after review of questions by the Board and its professional staff will be provided to all by the Board and potential Proposers who have placed their contact information on the distribution list. The Board will attempt to provide written responses no less than three (3) business days before the due date for proposals.

Selection Process:

Once responses are received, they will be reviewed by the Board and/or designated representatives. The Board and/or designated representatives shall review such proposals in accordance with the selection criteria. The Board reserves the right to reject any and all proposals received. Further, the Board reserves the right to reissue the RFP if it deems appropriate.

Schedule:

The board has established the following schedule regarding the RFP process. The schedule is as follows, subject to amendment by the Board if the Board deems appropriate:

ACTION	DATE
Distribution of RFP	**January 30, 2026**
Pre-Proposal Meeting and Site Tour	**By appointment**
Question Period ends	**February 4, 2026**
Responses Disseminated from Board by	**February 6, 2026**
Board Receipt of RFP Proposals	**February 11, 2026**
Notification to all Respondents	**February 19, 2026**

SELECTION CRITERIA

To be considered a viable candidate for Construction Management Firm, a proposal should address, at a minimum:

1. Financial capability and ability to perform the services on a public facilities Project of the type and size required for the Board. The demonstration of financial capability can include providing audited and financial statements for the previous three (3) years.

2. Demonstrated success managing public projects of the type and size Project proposed. A minimum of 10 years' experience in the field, and management of at least ten (10) projects of this or greater magnitude is preferred. NJDPMC/NJSDA "$25 M" Pre-Qualification is required. In demonstrating success managing projects comparable to this Project, the names and locations of such projects as well as the nature of such projects is useful. Additionally, financial information relating to these previous projects, including construction costs, both anticipated and actual, is appropriate.

3. Organizational strength, business reputation and professional capability to manage the type of Project proposed. Up to three (3) written references, preferably Gloucester/Camden County Clients (to be provided by the proposer) will be reviewed and considered. In identifying and establishing organizational strength and business reputation, a responding potential Construction Management firm should identify key members of the project team for the Project. The roles of the various key members should be described, and their respective experience and backgrounds should be demonstrated.

4. Additional information may be deemed necessary and appropriate by the Board.

DISCUSSIONS WITH PROPOSERS

An oral presentation by a proposer to clarify a proposal may be required at the sole discretion of the Pitman Board of Education. However, the Board may award a contract based on the initial proposals received without discussion with the proposer. If oral presentations are required, they will be scheduled after the submission of proposals. Proposer will not be compensated for making the presentation.

PROPOSAL EVALUATION

The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Board reserves the right to:

- **a.** Not select any of the proposals.
- **b.** Select only portions of a particular proposer's proposal for further consideration (however, proposers may specify portions of the proposal that they consider "bundled".)
- **c.** Award a contract for the requested services at any time within 60 days of the selection of the most advantageous proposal. Every proposal shall remain valid through this time period.

The Board shall not be obligated to explain the results of the evaluation process to any proposer.

The Board may require proposers to demonstrate any services described in their proposal prior to award.

AWARD OF THE CONTRACT

The successful proposer will be notified, in writing, of the Award of the Contract. The terms of the proposals as submitted by the proposer may be modified as the Board reserves the right to negotiate the terms of the proposal with its respective proposer.

PROPOSAL LIMITATIONS

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Board by issuance of this RFP. The Board reserves the right at the Board's sole discretion to refuse any proposal submitted.

USE OF INFORMATION

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the Board to the proposer in connection with this RFP shall remain the property of the Board. When in tangible form, all copies of such information shall be returned to the Board upon request. Unless such information was previously known to the proposer, free of any obligation to keep it confidential, or has been or is subsequently made public by the Board or a third party, it shall be held in confidence by the proposer, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

PROPRIETARY INFORMATION

Any proposal submitted may become public information. Proprietary information such as client lists and non-public financial statements may be protected under limited circumstances. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Proposers must clearly identify in the proposal any specific proprietary information they request be protected. Proposals may be reviewed and assessed by any person at the discretion of the Board. All materials submitted become the property of the Board and may be returned only to the Board's option.

PITMAN BOARD OF EDUCATION

PITMAN, NEW JERSEY 08071

REQUEST FOR PROPOSAL (RFP)

Construction Management Services

RFP 26-01

Christopher DeStratis
School Business Administrator/Board Secretary

Submission Date: Wednesday, February 11, 2026

PITMAN BOARD OF EDUCATION
PITMAN, NEW JERSEY 08071

Legal Advertisement

Request for Proposals

The Pitman Board of Education hereby advertises for competitive proposals for

RFP 26-01 CONSTRUCTION MANAGEMENT SERVICES

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

Mr. Christopher DeStratis
School Business Administrator/Board Secretary
PITMAN BOARD OF EDUCATION
320 GRANT AVENUE
PITMAN, New Jersey 08071
Email: cdestratis@pitman.k12.nj.us

RFPs must be submitted in a sealed envelope and delivered to the Office of the School Business Administrator/ Board Secretary of PITMAN BOARD OF EDUCATION Board of Education, ***on or before*** the date and time indicated below. The envelope is to bear the following information:

Title:	**CONSTRUCTION MANAGEMENT SERVICES**
RFP No.:	**RFP 26-01**
Name and Address Respondent	
RFP Due Date:	**Wednesday, February 11, 2026**
RFP Deadline Time:	**11:00 AM**

The Board of Education shall not be responsible for the loss, non-delivery, late delivery or condition of RFPs sent by mail or courier service.

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 Board of Education reserves the right to reject any proposals, pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), N.J.S.A. 18A:18A-4(a-c), and N.J.S.A. 18A:18A-22, and to waive minor informalities or non-material exceptions, that may be in the best interest of the Board.

Christopher DeStratis
School Business Administrator/Board Secretary

Request for Proposal
RFP

PROPOSAL DOCUMENTS
REQUIRED DOCUMENTATION

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

Christopher DeStratis
School Business Administrator/Board Secretary

To be completed, signed below & returned with proposal.

ACKNOWLEDGEMENT OF ADDENDA

RFP 26-01 Proposal Date: **Wednesday, February 11, 2026**

The Respondent 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 respondent 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 and signed below & returned with proposal.

AFFIRMATIVE ACTION QUESTIONNAIRE

RFP 26-01 **Date: Wednesday, February 11, 2026**

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

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 an 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:

NJ Department of the Treasury Contract Compliance (state.nj.us)

Click on "AA 302 Employee Information Report"
Complete and submit the form with the *appropriate payment* to:

Department of Treasury
Division of Purchase and Property
Contract Compliance and Audit Unit

The complete mailing address may be found on the Instructions page of Form AA-302.
All fees for this application are to be paid directly to the State of New Jersey. A copy of the Employee Information Report and a copy of the check shall be submitted to the Board of Education prior to the execution or award of the contract.

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

Name: _____

Signature _____

Title _____ Date _____

Name of Company_____

City, State, Zip _____

To be completed, signed below & returned with proposal.

ASSURANCE OF COMPLIANCE

Contact with Students

There may be times during the performance of this contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide all students and staff members, a safe educational environment. To this end, the district is requiring all respondents to sign a statement of Assurance of Compliance, acknowledging the respondent's understanding of the below listed requirements and further acknowledging the respondent's assurance of compliance with those listed requirements.

Anti-Bullying Reporting--Requirement

When applicable, 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. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and whose position involves **regular contact** with students, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. Reference NJDOE Broadcast 9/9/19

Pre-Employment Requirements

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, Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

https://www.nj.gov/education/crimhist/preemployment/

Name of Company _____

Name of Authorized Representative _____

Signature _____ Date _____

To be completed, signed below & returned with proposal.

PITMAN BOARD OF EDUCATION

Chapter 271
POLITICAL CONTRIBUTION DISCLOSURE FORM
(Contracts that Exceed $17,500.00)
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

_____

□ **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 $200 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

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

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

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

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor's responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

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

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

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

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25

INSERT LIST OF AGENCIES WITH ELECTED OFFICIALS

PITMAN BOARD OF EDUCATION

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL TITLE _____

VENDOR/BIDDER NAME _____

PART 1 COMPLETE BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, 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 parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on the Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may 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.

CHECK THE APPROPRIATE BOX

□ I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof 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 person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below sign and complete the Certification below.

PART 2 ADDITIONAL INFORMATION

Please Provide Further Information Related to Investment Activities in Iran.
You must provide a detailed, accurate, and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity.

I acknowledge that the **PITMAN School District Board of Education** is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **PITMAN School District Board of Education** to notify the **PITMAN School District Board of Education** in writing of any changes to the answers of information contained herein.

PITMAN BOARD OF EDUCATION

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

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I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **PITMAN School District Board of Education** and that the **PITMAN School District Board of Education** at its option may declare any contract(s) resulting from this certification void and unenforceable.

Name of Vendor, Bidder, or Proposer _____

Print Full Name

Authorized Agent_____ Title _____

Signature_____ Date _____

To be completed, signed below & returned with proposal.

NON-COLLUSION AFFIDAVIT

SPEECH LANGUAGE PATHOLOGY SERVICES

Re: Proposal for the PITMAN BOARD OF EDUCATION.

STATE OF _____) Date: _____

COUNTY OF _____)

I, _____ of the City of _____

in the County of _____and the State of _____

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

I am_____ of
Position in Company

the firm of _____ and the respondent making the 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 proposal.

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 below & returned with 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

<u>Part IV</u> 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 ***PITMAN 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.

Vendor Certification

Direct/Indirect Interests

I declare and certify that no member of the PITMAN 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 PITMAN 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.

Debarment Certification

I certify that my company and any person employed by my company, nor any affiliates are not debarred from contracting with a Federal government agency, nor debarred from contracting with the State of New Jersey.

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

_____ _____

President or Authorized Agent ***SIGNATURE***

PITMAN BOARD OF EDUCATION

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: https://sanctionssearch.ofac.treas.gov/. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

O A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

O B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus.

OR

O C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

_____

_____

Signature of Vendor's Authorized Representative	Date
Print Name and Title of Vendor's Authorized Representative	Vendor's FEIN
Vendor's Name	Vendor's Phone Number
Vendor's Address (Street Address)	Vendor's Fax Number
Vendor's Address (City/State/Zip Code)	Vendor's Email Address

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

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: July 2022)*

AMERICANS WITH DISABILITIES ACT
Equal Opportunity for Individuals with Disability

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.

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.

To All Respondents

REMINDER!

Did you sign all of the documents?

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

The Board will not accept facsimile, rubber stamp, electronic or digital signatures.

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

Christopher DeStratis
School Business Administrator/Board Secretary