The South Brunswick Township Board of Education invites the submission of sealed bids on:

**BID NO: 2019-06**
**TRANSPORTATION ROUTES**
**NON-PUBLIC – TO/FROM**

Bids will be received until **11:00 AM on Wednesday, May 22, 2019** at the Business Office, 231 Blackhorse Lane, North Brunswick, NJ, 08902 at which time and place all bids will be publicly opened.

All bid submissions must be either hand delivered or sent via UPS, Fed Ex, etc. Bid submissions will not be accepted via the United States Postal Service as we cannot guarantee the receipt of those packages. **Bids WILL NOT be accepted via email.**

Specification and Bid Forms may be obtained at the same office or requested by email to David.Pawlowski@sbschools.org. All bid packages will be sent out via email. You may also obtain Specification and Bid Forms from the district’s website https://www.sbschools.org/departments/business/content_rfps_and_bids/. It is the vendor’s responsibility to obtain any addendums when acquiring specifications from this website.

The Board of Education reserves the right to reject any or all bids. Any bid submitted will be binding for 60 days subsequent to the date of the bid opening. Bidders are required to comply with the requirements of P.L. 1975, c 127, (NJSA 10:5-31 et seq. and NJAC 17:27). Bidders are required to submit a NJ Business Registration Certificate prior to award of contract and the bidder must have obtained the NJ Business Registration Certificate prior to receipt of bids per P.L.2009, c.315.

BOARD OF EDUCATION
SOUTH BRUNSWICK TOWNSHIP
MIDDLESEX COUNTY, NEW JERSEY

David Pawlowski
Business Administrator/Board Secretary
BID DOCUMENT CHECKLIST

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Located In General Conditions

| Mandatory Affirmative Action Language Located in the General Conditions Exhibit A Goods/Services | |
| Mandatory Affirmative Action Language Located in the General Conditions Exhibit B Construction | |
| Americans with Disabilities Act of 1990 Language Located in the General Conditions | |
SOUTH BRUNSWICK
BOARD OF EDUCATION

MIDDLESEX
COUNTY

SCHOOL YEAR
2019-2020

BID SPECIFICATIONS

FOR

STUDENT TRANSPORTATION SERVICES

NON-PUBLIC ROUTES TO/FROM

BID NUMBER: 2019-06
DUE: WEDNESDAY, MAY 22, 2019
11:00 am
SPECIFICATIONS FOR STUDENT TRANSPORTATION SERVICES

SOUTH BRUNSWICK BOARD OF EDUCATION

2019-20 SCHOOL YEAR

GENERAL PROVISIONS

1. All contractors shall comply with current applicable New Jersey Statutes, regulations and with the policies procedures of the district Board of Education governing student transportation.

2. The term of the contract shall be from July 1, 2019 through June 30, 2020 according to the school calendar (unless otherwise indicated). Student transportation contracts are deemed to include all the rules and procedures pertaining to student transportation though not expressly stated.

3. It is the intent of the Board of Education to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The school calendar, copy attached, is part of these specifications and of the contract.

4. The successful bidder will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board of Education.

5. As authorized by the district Board of Education, only enrolled eligible public and private school students, adults serving as chaperones or school personnel shall be transported. The vehicle(s) assigned to the routes specified herein shall not be utilized for other purposes during the time periods designated by the route descriptions.

Children of drivers are not allowed on bus/van unless student has been assigned by the Supervisor of Transportation to the route.

6. Vehicle(s) shall arrive and/or depart the assigned school(s) as indicated on the enclosed route descriptions.

7. Contractors shall, to the best of their ability, to have the same driver cover both the matching pick up and drop off route. When a substitute driver is needed to have the same substitute to the greatest extent possible perform the same covered route.

8. No transportation contract shall be subcontracted without prior written approval of the Board of Education.

9. Bids are to be placed in a sealed envelope and plainly marked, “BID FOR STUDENT TRANSPORTATION SERVICES, SOUTH BRUNSWICK SCHOOL DISTRICT 2019-06”, and presented to the board in session, authorized committee, designated official, or employee of the board. The board or designated official shall unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the South Brunswick Board of Education Business Office, located at 231 Blackhorse Lane, North Brunswick, 08902, up to 11:00 a.m. prevailing time on Wednesday, May 22, 2019.

10. If awarded a contract, your company/firm will ensure compliance with applicable federal, state and local regulations and will certify such compliance to the Board of Education upon request.
11. It is the responsibility of each bidder to acquaint himself with the calendar of those schools for which he is bidding. No additional payment will be made for early dismissals, in-service programs, high school examination week, extra sessions, early or emergency dismissals etc.

12. The Board of Education reserves exclusive rights to the vehicle under contract, and will have the right to alter the existing route to meet joint transportation agreements with districts that are near or along the existing routes. A contractor may not sell empty seats on a vehicle under contract to the Board of Education under terms of the contract.

13. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.

14. If any litigation should arise between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit shall be laid in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.

**VEHICLES**

1. Transportation equipment shall be properly registered by the Motor Vehicle commission, meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district’s Board of Education.

2. All vehicles shall be systematically inspected twice within the year and display a current school bus certification inspection sticker to insure that such vehicles and equipment are in safe and proper operating condition. The District reserves the right to perform inspections of any and/or all vehicles by District representatives or independent inspectors at times and days it desires. The Contractor shall immediately repair or replace any equipment deemed to be unsuitable for student transportation and the vehicle shall remain unusable in the district until it meets the approval of the District’s agent or independent inspector. Other repairs or modifications desirable, but not required for student safety shall be addressed within 3 days of written notification to the Contractor.

3. All vehicles must be kept clean inside and outside. The Board of Education reserves the right to inspect contractor vehicles, used for South Brunswick Board of Education school runs, and to order cleaning or other work necessary to maintain cleanliness and safety of students. If repairs, or other work, is not performed the board has the right to order the vehicles not be used for the school district.

4. The contractor shall provide and maintain an adequate number of school buses, including spares, to safely transport any and all students assigned to the routes contained in this bid, and to assure uninterrupted service in the event of mechanical breakdown.

5. Vehicles must be able to accommodate route signs that are clearly visible to students and district personnel from at least the passenger side of the vehicle. Route signs must be posted on all vehicles for all routes each school day. Substitute buses covering routes must also have clearly visible route signs.

6. All vehicles must be equipped with radios connected to a base station manned at all times when the vehicle is in use transporting South Brunswick students.

7. Vehicles shall have a capacity of 54 passengers unless otherwise specified in bid. All vehicles to be used on routes must have an electronic child reminder system. Every driver must physically check the bus from back to front after each route to insure all passengers have exited.

8. The Bidder agrees to provide vehicle maintenance on all buses and vans utilized under the contract at its own cost.
ACCIDENT REPORTING

1. Contractors shall ensure that every school bus driver will: a) immediately inform the principal(s) of the receiving school(s) and the school business administrator or designee of the district board of education providing the transportation following an accident which involves an injury, death, or property damage, b) complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the principal(s) of the receiving school(s) by the conclusion of the next working day, and c) deliver the report to the school business administrator or designee of the district board of education providing the transportation after it is signed by the principal(s) of the receiving school(s) in accordance with N.J.A.C. 6A:27-12.2. In addition, the driver must also complete and file a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

REPORTING STUDENT LEFT UNATTENDED ON THE SCHOOL BUS

1. Every owner/operator of a school vehicle shall immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it has been determined that a student has been left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus shall immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.

DRIVERS/AIDES

1. The driver shall be a reliable person of good character, who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all Federal, state, and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act N.J.S.A. 18A:39-17 through 20, (background check), and tuberculosis testing. Driver(s) must be able to communicate clearly on the two-way radio system, and with staff and students.

2. Every school bus driver and aide provided by the Bidder shall meet all regulations of the State of New Jersey with regard to application, age, fitness, competence, conduct, licensing, physical examination, and continuing eligibility. Drivers must pass periodically administered physical examinations required by all New Jersey and Federal regulations as might be applicable.

3. All physical examinations will comply with the state and Federal Motor Carrier Safety Administration rules and be at no expense to the district.

4. The bus driver shall be in full charge of the school bus at all times and will be required to report unmanageable students to the district Supervisor of Transportation and principal of the receiving school on the district prescribed incident/discipline form.

5. A bus aide assigned to a route awarded by this bid shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and will be required to comply with the criminal background check and tuberculosis testing as prescribed by law.

6. Bus aides shall attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the Board of Education.

7. Drivers and aides attending wheelchair students must be knowledgeable with lift usage and tie-down procedures.

8. If, in the judgment of the Board of Education, any driver or aide assigned to a vehicle operating under a contract awarded by this bid shall be deemed to be an unsuitable person for their position because of lack of skills necessary to perform their duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the
route or all district routes. If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

9. Drivers and substitute drivers shall be familiar with travel streets, developments and school locations of the Township of South Brunswick. No driver shall cover a route for the South Brunswick Board of Education without first having done a dry run to check for stops, times, and school locations.

10. Drivers shall be in their seat on the vehicle five, (5), minutes before student dismissal from schools. Drivers shall be in their vehicle at all times when students are present.

11. The Bidder agrees to submit a list of certified drivers and aides on the Annual Certification of School Bus Drivers form to the Middlesex County Superintendent of Schools, with copies to the district, before August 31st of each school year and upon employment for newly hired drivers and aides with copies to the district.

12. The Bidder agrees to maintain compliance with equal employment opportunity and affirmative action personnel policies as required by the State of New Jersey, the Equal Employment Opportunity Commission, and District policies and procedures.

13. The contractor will ensure that drivers and aides are properly trained to perform their duties. The contractor shall administer a safety education program for all permanent and substitute drivers and aides as per NJAC 6A:27-11.3.

14. All contract drivers and aides must attend mandatory driver training and safety meetings hosted by the District at contractor expense. Safety and training meetings may be up to 8 hours per school year.

15. Drivers must familiarize themselves with their route and stops before driving a route with students on board. It is the bidder’s responsibility to see that drivers meet this requirement. All drivers must participate in a morning practice run on a day before school opens each year and all drivers must attend a mandatory safety meeting held after the morning practice run. The district shall determine the practice run/meeting date. At this meeting drivers will receive final route sheets which they must review.

16. Should the South Brunswick School District provide a driver’s handbook the vendor will supply each driver and aide with a copy. All contractor drivers and aides must follow board of education policy and the driver handbook.

COUNTY SUPERINTENDENT APPROVAL

All transportation contracts require the approval of the county Superintendent of Schools. Pupil transportation contracts are deemed to include all the rules and procedures pertaining to pupil transportation and these bid specifications though not expressly stated.

PAYMENT TERMS

1. Payments to contractors shall be made on or about the 7th day after approval of the board at the board’s regular monthly meeting. Payments will be made in monthly installments, provided an appropriate invoice is submitted by the 5th of the month.

2. The contractor shall execute the contract and submit it to the district board of education with all required related documents in order for the district board of education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors shall visit the Department of Education’s Student Transportation website to become familiar with the contract to be executed.

3. Payment for the month of June will be made on or about the 7th day after approval of the board at the board’s regular monthly meeting.
4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.

5. Payments are subject to approval by the board of education. Therefore, payments may be delayed depending on the Board's meeting schedule.

EMERGENCY PROVISIONS

1. In the event the school is closed due to inclement weather or other emergencies, the contractor shall be notified as soon as possible by the public school authorities providing transportation. Contractors are advised to listen to school closing announcements broadcast over the local networks.

2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change shall immediately notify the other party. If an emergency dismissal is required, contractor must be able to supply vehicles within one hour to cover all routes under contract with said contractor.

BASIS OF BID AND ADJUSTMENTS

1. The bidder shall submit the bid on the bid sheet contained in these specifications. Bids shall be submitted on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.

2. If any change in the described route results, the amount of the contract shall be adjusted as specified in the bid. Bids which do not include an adjustment amount will not be accepted.

3. The net result of any mileage adjustment to a non-public school transportation contract shall not exceed the maximum cost per student in accordance with N.J.S.A. 18A:39-1a. Calculations to determine the per student cost shall include all students on the route, public and non-public.

INSURANCE COVERAGE

1. Unless otherwise specified by the Board of Education, the contractor shall provide automotive liability insurance in the minimum amount required by Motor Vehicle commission and Department of Education regulations. If the Board of Education requires an insurance coverage greater than the minimum amount, the contractor shall provide automotive liability insurance in the amount of $5,000,000 combined single limit per occurrence. Bidders will be required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract is to be presented by the successful bidder. The certificate of insurance shall state that the contracting Board of Education is an additional insured party of the policy. The successful bidder's insurance company shall forward notice, in the event of cancellation of the policy, ten, (10), days prior to the date of termination of the coverage specified.

2. The district board of education and the Executive County Superintendent shall be notified by the insured whenever any policy is cancelled. Notification shall be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.

3. The contractor will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

4. The bidder shall provide general liability insurance in the amount of not less than $2,000,000.00 which includes sexual molestation coverage.
BID GUARANTEE

1. Each bid shall be accompanied by a bid bond, cashier's or certified check for five percent, (5%), of the amount of the annual contract cost, but in no case may the certified check, cashier's check or bid bond exceed $50,000. No other form of guarantee is authorized. This guarantee shall be made payable to the South Brunswick 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 a surety, (performance), bond is filed with the Board of Education. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within ten, (10), days after the bid opening, (Saturdays, Sundays and holidays excepted). The annual contract amount of per diem contracts shall be calculated by multiplying the total per diem cost by 180 days.

2. Each bid shall be accompanied by a Consent of Surety.

3. A bid guarantee shall include the bid number of the bid for which it is submitted.

PERFORMANCE GUARANTEE

1. A corporate and/or performance surety bond in an amount equal to the annual amount of the contract shall be required of the successful bidder. Each bid shall be accompanied by a signed Prescribed Form of Questionnaires, included in these specifications. The bond to be provided for per diem contracts shall be equal to the total per diem bid multiplied by 180 days. The bonding company is responsible for notification to the District if, at any time, the successful bidder does not fulfill the monetary requirements to the bidding company. The bond shall include the Multi- contract number or Route number(s).

2. Personal bonds are NOT permitted.

BREACH OF CONTRACT/PENALTIES

In the event the bidder fails to provide service in accordance with these specifications and stated requirements of the routes, the bidder will be considered in Breach of Contract and may be subject to a penalty deduction in addition to the route deduction. Per diem deductions are based on a 180 day school year. If the Bidder consistently fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the contract, the School District may cancel the contract and procure service elsewhere. The School District, in its sole discretion, may call for the forfeiture of the Performance Bond.

1. Tardiness without good cause. In general, all routes are designed to arrive at the school about ten minutes before the start or dismissal bell. If a vehicle does not arrive before the start or dismissal bell it is considered late. A driver or aide no show is not a good cause for lateness.
   PENALTY - Per diem cost of contract for each morning or afternoon trip based upon a 180 day school year.

2. Driver/Contractor failure to pick up all pupils assigned to a route without good cause.
   PENALTY - Per diem cost of contract for each morning or afternoon trip based upon a 180 day school year.

3. Failure to operate either morning and/or afternoon trips on any one route without a good cause.
   PENALTY – Per diem cost of contract for each morning or afternoon trip based on a 180 day school year.

4. Drivers changing routes, making unauthorized stops and/or transporting other than assigned students, PENALTY - Per diem cost of contract for each morning or afternoon trip based upon a 180 day school year.

5. Miscellaneous penalty for infractions of this contract not included above. PENALTY - $150 per incident per day.

6. If necessary for district mechanic to cover breakdown. CHARGE - $125 per hour for mechanic; minimum three hours plus applicable penalties.
7. If necessary to cover any contracted route for safety or performance reasons. **CHARGE - $250 per route covered for use of a district bus and driver plus applicable penalties. CHARGE - $150 per route covered for use of district driver and contractor bus plus applicable penalties.**

8. Any tier package altered, switched or combined without written authorization by the District, **PENALTY - $500 per diem per incident.**

**TRAINING PROGRAMS**

1. The contractor will ensure that drivers and aides are properly trained to perform their duties. Drivers and/or aides who transport students in wheelchairs must be proficient in wheelchair procedures and tie-downs.

2. The contractor shall administer a safety education program for all permanent and substitute drivers and bus aides.

3. Drivers and aides are required to participate in scheduled school bus evacuation drills. Contractor shall insure that all drivers and aides have been trained in school bus evacuation procedures.

**ROUTES**

1. Within 10 days of the start of the contract, the contractor shall submit to the district Board of Education a description of the actual streets traveled for routes for the transportation of special education students for which the streets to be traveled are not described by the Board of Education on the route description contained in the bid. Attached to his Bid Specification are the AM routes which form the basis for the bid. PM routes are operated the same as AM routes or in reverse.

2. Drivers shall take the most direct, safest route to and from child’s home to school.

3. No contractor/driver has the authority to change or alter routes, stops, times without notification and approval of the District Supervisor of Transportation. Each route is subject to additional and/or deletion of stops/students by the District Supervisor of Transportation.

4. The Board of Education reserves the right to revise any and all routes to suit the educational program at any time and such revision shall be deemed an ordinary part of the contract. Any revision that shall create an increase or decrease of mileage, not to exceed five percent of the total base service mileage, as specified in routes attached, shall be deemed an ordinary part of this bid and the contract to follow. A monthly adjustment will be made for mileage in excess of five percent. Said adjustment will result in either a rebate to the School District or added compensation to the Bidder.

5. All vehicles will clearly display the route numbers at least on the passenger side of the vehicle near the passenger door or one widow back from the passenger door. The route signs must be displayed on each vehicle, every school day.

6. Seating charts must be completed on forms provided by the district for each route. Seating charts must be submitted to the district by the end of the third week of September each year. Drivers must update and submit seating charts throughout the year as needed.

7. The bidder shall only transport passengers assigned by the District as evidenced by the student list for each route and according to NJAC 6A:27-1.4.

8. No route package may be changed, combined or switched with any other route without the written consent of the district.

9. The District must be notified of any driver or aide change prior to the start of the route.

10. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor shall report this absence to the district transportation office on the third day.
**SUPERVISION**

1. The Bidder will provide a qualified supervisor and an adequate staff of support employees. The supervisor will be trained and experienced in the supervision of bus and van drivers and aides. The supervisor or assistant will be available during the driver's regular working hours (at least between 6:30 a.m. and 4:30 p.m.), and at all other reasonable times to confer with the designated administrators of the School District concerning the service provided by the Bidder.

2. Bidder will agree to make supervisors, drivers and other staff available for reasonable school and community related inquiries upon request and notice from the School District at no additional cost.

**AMENITIES**

1. **Two-Way Radios** The Bidder will agree to install, maintain and operate two-way radios in all vehicles and substitute vehicles contracted to the school district. All costs for the operation of these radios shall be borne by the bidder. If available, the bidder may utilize the district’s radio frequency. If the bidder chooses to use the district’s radio frequency, only transmissions relating to district transportation can be made at any time. If the bidder chooses to use another frequency, then the bidder will provide to the district a means to monitor and communicate directly with the bidder’s vehicles and base.

2. **Video Supervision** The district prefers all buses be video camera equipped but does not require it. The district does require the vendor to supply video equipped buses on routes it designates from time to time. The vendor must supply the district with the requested video from those buses before the next day close of the district business office. The vendor must have additional recording devices to permit daily recording when media has been submitted to the district for review. The vendor must supply the district with the means to view the videos from the vendor’s camera system. Bus cameras shall be checked at least quarterly. Failure to submit a requested video may result in a $50 per day per incident penalty.

**BULK BIDDING**

1. Bulk bidding is encouraged by indicating a percentage discount on the bid sheet.

**MODIFICATIONS**

1. Any modifications to these specifications after the public advertisement and prior to the scheduled bid opening will be made known by fax/email to all bidders who requested specifications.

2. The Board of Education reserves the right to make modifications of routes subject to the provisions of the bid and of the rules of the State Board of Education. The to/from routes are subject to additional and/or deletion of stops/students for the term of the contract and subsequent renewals.
AFFIRMATIVE ACTION

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

AFFIRMATIVE ACTION

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 take affirmative action to ensure that such applicants are recruited and employed, 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 action 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, where applicable, will send to each labor union or representative or workers which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act 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 employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

Reviewed by: ____________________________ Date: ____________
The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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 applicable 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, 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
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

Reviewed by: ___________________________    Date: __________
AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);
   OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;
   OR

(c) A photocopy of 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.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA 302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: ___________________________ SIGNATURE: ___________________________

PRINT NAME: _______________________ TITLE: _________________________________

DATE: __________________________
BUSINESS REGISTRATION

1. All bidders are hereby notified that every business organization must submit with their bid a copy of their Business Registration Certificate, in compliance with P.L. 2009, c. 315 of the State of New Jersey. Failure to provide the New Jersey Business Registration Certificate prior to the award of contract, will be cause for the rejection of the entire bid or proposal.

STATEMENT OF OWNERSHIP

1. No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth 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.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding a 10 percent or more of that corporation’s stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest, N.J.S.A. 52:25-24.2 (P.L. 1977, C.33, as amended P.L. 2016 c.43).

The South Brunswick Board of Education has provided within the specifications, a four (4) page form entitled: Statement of Ownership. All bidders/respondents are to complete, sign and submit all pages of the form. Failure to complete, sign and submit the Statement of Ownership Form with the bid/proposal, shall be cause for the disqualification of the bid/proposal.

DRUG AND ALCOHOL TESTING

1. If awarded a contract, your company/firm will be required to certify to the Board of Education that you are in compliance with the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act. Contractors shall be required to submit name, contact person, telephone number of company used to perform pre-employment, accident, and random drug/alcohol testing.

BACKGROUND CHECK

1. The contractor shall ensure compliance with the requirements of N.J.S.A. 18A:39-17 through 20 governing criminal history background checks, and shall annually submit documents necessary to obtain the driver abstract records to the County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

TUBERCULOSIS TESTING

1. The contractor shall ensure that all bus drivers and bus aides are tested for tuberculosis infection in compliance with N.J.A.C. 6A:27-12.1.
DISCLOSURE OF POLITICAL CONTRIBUTIONS

1. The contractor is advised of the 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, c.271, s.3) if the contractor receives contracts in the aggregate in excess of $50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

THE FOLLOWING DOCUMENTS MUST SUBMITTED IN ORDER FOR YOUR BID TO BE CONSIDERED:

- Bidder's Guarantee
- Business Registration Certificate
- Evidence of the Bidder's Ability to Obtain the Required Insurance Coverage
- Omnibus Transportation Employee Testing Act Compliance Assurance
- Prescribed Questionnaire
- Consent of Surety
- Stockholder's Disclosure Statement
- Coordinated Transportation Services Agency Membership Form (CTSA only)
- Affirmative Action Documentation or Questionnaire
  - Non-Collusion Affidavit
  - Equipment Questionnaire
  - Political Contribution Forms
- Disclosure of Investment Activities in Iran
  - W-9 Form
  - Bid Sheet
BID SHEET  BID # 2019-06  
SOUTH BRUNSWICK BOARD OF EDUCATION  
Student Transportation Services  
NON-PUBLIC School Routes

1. Bids which do not include an adjustment amount will not be accepted.  
2. Alternate bids not solicited by the Board of Education will not be accepted.  
3. The following routes are to be bid on a **PER ANNUM** based on calendar year of non-public school. (**TOTAL YEARLY COST**)  
4. Bids cannot exceed the 2019-2020 maximum **AII** per pupil cost of $1000.  
5. **Non-conforming vehicles cannot be utilized.**  
6. All routes require a minimum capacity vehicle – 16 passenger school bus.  
7. In the event bid submissions for a route cost results in a tie bid, the award shall be based on the lowest increase/decrease adjustment cost unless otherwise specified by the board.  
8. **This section of the bid is for route transportation for BOTH to and from school.**  
9. **It is the responsibility of the contractor to know the start/end times of school as well as the calendar.**  
10. **This is a 10 month contract from September 1, 2019 through June 30, 2020.**

I hereby submit the following bid(s) to transport students during the 2019-20 school year in accordance with your advertisement, specifications and route description.

<table>
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<tr>
<th>Route Number</th>
<th>Per Annum Route Cost</th>
<th>Increase/Decrease Adjustment Cost</th>
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**TOTAL PER ANNUM BID FOR ALL NON-PUBLIC SCHOOL ROUTES $_________**

**Bulk Bid** – If I am awarded all routes as identified by the individual routes bid above, a ________% deduction shall be applied to each route. Contracts will be awarded on an individual or bulk basis whichever is least costly to the board.

_________________________  ____________________________
Bidder’s Name (Print or Type)  Company Name

_________________________
Company Address and Telephone Number

_________________________  ________________
Bidder’s Signature  Date
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 100

DESTINATION: AN-NOOR ACADEMY
1000 Hoes Lane, Piscataway
School Hours 8:00 am – 3:00 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School
STOP AN-NOOR ACADEMY

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:40 am or later than 7:50 am P.M. Run begins at the Non-public school at 3:00 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there is 1 student on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 101

DESTINATION:  CEDAR HILL PREP
152 Cedar Grove Lane, Somerset
School Hours 8:30am – 2:45 pm

ARRIVAL TIME AT FIRST STOP 7:00

STCP  South Brunswick High School
STCP  CEDAR HILL PREP

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:10 am or later than 8:20 am P.M. Run begins at the Non-public school at 2:45 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None
  • Note there are 4 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 102

DESTINATION: CHAPIN SCHOOL
4101 Princeton Pike, Princeton
School Hours 8:00am – 3:15 pm

ARRIVAL TIME AT FIRST STOP 7:00

STCP South Brunswick High School
STCP CHAPIN SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destinction.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am P.M. Run begins at the Non-public school at 3:15 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

• Note there are 5 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 103

DESTINATION: CHEDER MENACHAM
1001 Finnegans Lane, North Brunswick
School Hours 9:15 am – 3:15 pm

ARRIVAL TIME AT FIRST STOP 7:00

STCP South Brunswick High School
STCP CHEDER MENACHAM

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 9:00 am or later than 9:10 am P.M. Run begins at the Non-public school at 3:15 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 7 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 104

DESTINATION: DARUL ARQAM
8 Thomas St, South River
School Hours 7:50 am – 3:10 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School
STOP DARUL ARQAM

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:35 am or later than 7:45 am P.M. Run begins at the Non-public school at 3:10 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

• Note there are 3 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 105

DESTINATION:  FRENCH AMERICAN SCHOOL
75 Mapleton Rd, Princeton
School Hours 8:00 am – 3:00 pm

ARRIVAL TIME AT FIRST STOP 7:00

    STCP   South Brunswick High School
    STCP   FRENCH AMERICAN SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am.
P.M. Run begins at the Non-public school at 3:00 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 8 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2012
ROUTE NO: **106**

**DESTINATION:** GREATER BRUNSWICK CHARTER SCHOOL  
429 Joyce Kilmer Ave, New Brunswick  
School Hours 8:00 am – 3:00 pm

**ARRIVAL TIME AT FIRST STOP 7:00**

- STCP South Brunswick High School  
- STCP GREATER BRUNSWICK CHARTER SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than **7:45 am** or later than **7:55 am**  
P.M. Run begins at the Non-public school at **3:00 pm** and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 1 students on this route

**THE STARTING DATE OF THIS ROUTE IS:** September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 107

DESTINATION: HATIKVAH CHARTER SCHOOL
7 Lexington Ave, East Brunswick
School Hours 8:15 am – 3:15 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School
STOP HATIKVAH CHARTER SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:55 am or later than 8:10 am P.M. Run begins at the Non-public school at 3:15 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

• Note there are 6 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
ROUTE NO: 108

DESTINATION: THE HUN SCHOOL
176 Edgerstoune Rd, Princeton
School Hours 7:50 am – 3:15 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School
STOP THE HUN SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:35 am or later than 7:45 am P.M. Run begins at the Non-public school at 3:15 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 10 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
ROUTE NO: **102**

DESTINATION: **LAWRENCEVILLE SCHOOL**  
Rt 206, Main St, Lawrenceville  
School Hours 8:00 am – 5:45 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School  
STCP LAWRENCEVILLE SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am  
P.M. Run begins at the Non-public school at 5:45 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 7 students on this route

THE STARTING DATE OF THIS ROUTE IS: **September 2019**
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: **110**

DESTINATION: **LEWIS SCHOOL OF PRINCETON**
53 Bayard Lane, Princeton
School Hours 8:00 am – 2:45 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School
STOP **LEWIS SCHOOL OF PRINCETON**

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than **7:45 am** or later than **7:55 am** P.M. Run begins at the Non-public school at **2:45 pm** and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 1 students on this route

THE STARTING DATE OF THIS ROUTE IS: **September 2019**
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 111

DESTINATION: METUCHEN CHRISTIAN ACADEMY
130 Whitman Ave, Metuchen
School Hours 8:30 am – 3:00 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School
STOP METUCHEN CHRISTIAN ACADEMY

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:15 am or later than 8:25 am. P.M. Run begins at the Non-public school at 3:00 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 2 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
ROUTE NO: 112

DESTINATION: MOTHER SETON REGIONAL HS
1 Valley Rd, Clark
School Hours 8:00 am – 2:10 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School
STOP MOTHER SETON REGIONAL HS

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am P.M. Run begins at the Non-public school at 2:10 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 1 students on this route

THE STARTING DATE OF THIS ROUTE IS: August 2012
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 113

DESTINATION: NOOR-UL-IMAN
4137 Route 1 South, Monmouth Junction
School Hours 2nd grade and above 8:00 am – 3:30 pm
1st grade 8:00 am – 3:15 pm
K grade 9:00 am – 3:00 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP Brunswick Acres school
Greenbrook school
Constable school
Crossroads North middle school
South Brunswick High School
STCP NOOR UL IMAN

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am.
P.M. Run begins at the Non-public school at 3:00 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 35 students on this route (This is one of 2 buses to the school)

THE STARTING DATE OF THIS ROUTE IS: August 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 114

DESTINATION: NOOR-UL-IMAN
4137 Route 1 South, Monmouth Junction
School Hours 2nd grade and above 8:00 am – 3:30 pm
1st grade 8:00 am – 3:15 pm
K grade 9:00 am – 3:00 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP Brunswick Acres school
Greenbrook school
Constable school
Crossroads North middle school
South Brunswick High School

STOP NOOR UL IMAN

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am P.M. Run begins at the Non-public school at 3:00 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

• Note there are 35 students on this route (This is one of 2 buses to the school)

THE STARTING DATE OF THIS ROUTE IS: August 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: **115**

DESTINATION: **PEDDIE SCHOOL**  
201 South Main St, Hightstown  
School Hours 7:45 am – 6:00 pm

ARRIVAL TIME AT FIRST STOP 7:00

**STOP** South Brunswick High School  
**STOP** PEDDIE SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:30 am or later than 7:40 am  
P.M. Run begins at the Non-public school at 6:00 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 5 students on this route

**THE STARTING DATE OF THIS ROUTE IS:** September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: **116**

**DESTINATION:** PENNINGTON SCHOOL
112 W. Delaware Ave, Pennington
School Hours 8:00 am – 5:30 pm

**ARRIVAL TIME AT FIRST STOP 7:00**

STOP South Brunswick High School
STOP PENNINGTON SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am. P.M. Run begins at the Non-public school at 5:30 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 5 students on this route

**THE STARTING DATE OF THIS ROUTE IS:** September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 117

DESTINATION: PRINCETON ACADEMY OF THE SACRED HEART
1128 Great Rd, Princeton
School Hours 8:00 am – 3:00 pm

ARRIVAL TIME AT FIRST STOP 7:00

STOP South Brunswick High School
STOP PRINCETON ACADEMST OF THE SACRED HEART

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am P.M. Run begins at the Non-public school at 3:00 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

- Note there are 2 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 118

DESTINATION: PRINCETON DAY SCHOOL
Great Rd, Princeton
School Hours 8:00 am – 3:15 pm

ARRIVAL TIME AT FIRST STOP 7:00

   STOP South Brunswick High School
   STOP PRINCETON DAY SCHOOL

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:45 am or later than 7:55 am P.M. Run begins at the Non-public school at 3:15 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

   • Note there are 9 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
SOUTH BRUNSWICK SCHOOL DISTRICT
ROUTE DESCRIPTION
NON PUBLIC SCHOOL STUDENTS

ROUTE NO: 119

DESTINATION: PRINCETON FRIENDS
470 Quaker Rd, Princeton
School Hours 7:55 am – 3:35 pm

ARRIVAL TIME AT FIRST STOP 7:00

STCP South Brunswick High School
STCP PRINCETON FRIENDS

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 7:40 am or later than 7:50 am P.M. Run begins at the Non-public school at 3:35 pm and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 16 Passenger School bus

Special Needs: None

• Note there are 1 students on this route

THE STARTING DATE OF THIS ROUTE IS: September 2019
STATEMENT OF OWNERSHIP
(OWNERSHIP DISCLOSURE CERTIFICATION)

This Statement Shall Be Included with
All Bid and Proposal Submissions

Name of Business:

Address of Business:

Name of person completing this form:

N.J.S.A. 52:25-24.2:

"No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or proposal, or accompanying the bid or proposal of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth 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.

If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.

To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

The Attorney General has advised that the provisions of N.J.S.A. 52:25-24.2, which refer to corporations and partnerships apply to limited partnerships, limited liability partnerships, and Subchapter S corporations.

This Ownership Disclosure Certification form shall be completed, signed and notarized.

Failure of the bidder/proposer to submit the required information is cause for automatic rejection of the bid or proposal.
Part I

Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, sign and notarize at the end)
☐ Non-Profit Corporation (skip Parts II and III, sign and notarize at the end)
☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership
☐ Limited Liability Company
☐ For-profit Corporation (including Subchapters C and S or Professional Corporation)
☐ Other (be specific): ________________________________

Part II

☐ I certify that 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.

OR

☐ I certify that 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 that no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be.

Sign and notarize the form below, and, if necessary, complete the list below. (Please attach additional sheets if more space is needed):
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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</table>
Part III - Any Direct or Indirect Parent Entity Which is Publicly Traded:

"To comply with this section, a bidder with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest."

☐ Pages attached with name and address of each publicly traded entity as well as the name and address of each person that holds a 10 percent or greater beneficial interest.

OR

☐ Submit here the links to the Websites (URLs) containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent.

________________________________________________________________________

________________________________________________________________________

AND

☐ Submit here the relevant page numbers of the filings containing the information on each person holding a 10 percent or greater beneficial interest.

________________________________________________________________________

________________________________________________________________________

Subscribed and sworn before me this ___ day of ________________, 20___.

(Affiant)

(Notary Public)

My Commission expires:

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)
FORM OF NON-COLLUSION AFFIDAVIT
(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF ________________________________

I, ________________________________ of the ________________________________,
(city, town, borough)
of ________________________________, in the County of ________________________________,
State of ________________________________, of full age, being duly sworn according to law on
my oath depose and say that:

I am ________________________________ of the firm/agency of ________________________________, the bidder making
the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority
to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any
collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in
restraint of free, competitive bidding in connection with the above bid and that all statements contained in said
Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey
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 project.

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 or bona fide established commercial or selling agencies maintained by

________________________________________
Company/Agency Name (Print or Type)

________________________________________
Authorized Representative - Name and Title (Print or Type)  Authorized Signature

(N.J.S.A. 52:34-15)

Bid Number __________________________

Subscribed and sworn before me this __________ day of ______________, 20__

________________________________________
Notary Public of New Jersey
(Seal)

My commission expires ______________________, 20__
CONTRACTOR/BIDDER POLITICAL CONTRIBUTIONS FORM
South Brunswick Board of Education

Name of Contractor/Bidder

1. The undersigned certifies that the above named Contractor/Bidder has not made a contribution in excess of $300 to any member of the above named Board of Education during the past 12 months.

2. In the case of a corporation or partnership, the undersigned further certifies that no person having an interest in the corporation or partnership has made such a contribution. “Interest” for purposes of this certification is defined as ownership or control of more than 10% of the profits, assets or stock of a business.

3. In the case of an individual or sole proprietor, the undersigned further certifies that neither the individual’s spouse nor child residing with the individual has made such a contribution.

4. The Contractor/Bidder understands and agrees that, if awarded the contract, it is not permitted to make any contributions to any member of the Board during the term of the contract.

5. Check one of the following:

   a. _____ Attached hereto is a true copy of the Contractor/Bidder’s list of political contributions pursuant to Section 2 of C. 271, L. 2005 (N.J.S.A. 19:44A-20.26).

   b. _____ The Contractor made no political contributions during the preceding 12 months that require reporting under section 2 of C. 271.

Signature __________________________________ Date: ________________________________

Print Name: __________________________________ Title: ____________________________
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions
(Amended for Boards of Education per 6A:23A-6.3)

Pursuant to N.J.A.C. 6A:23A-6.3, business entities (contractors) receiving contracts from boards of education 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.

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.

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 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.

* 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."
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26 and N.J.A.C. 6a:23a-6.3(a)(4)

This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.

Part I – Vendor Information

Vendor Name: 
Address: 
City: State: Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature Printed Name Title Date

Part II – Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
<th>Date</th>
<th>Dollar Amount</th>
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☐ Check here if the information is continued on subsequent page(s)
List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25

County Name: Middlesex
State: Governor, and Legislative Leadership Committees
Legislative District #: 13, 14, 17, 18, 19, 22
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):

- Carteret Borough
- Cranbury Township
- Dunellen Borough
- East Brunswick Township
- Edison Township
- Helmetta Borough
- Highland Park Borough
- Jamesburg Borough
- Metuchen Borough
- Middlesex Borough
- Milltown Borough
- Monroe Township
- New Brunswick City
- North Brunswick Township
- Old Bridge Township
- Perth Amboy City
- Piscataway Township
- Plainsboro Township
- Sayreville Borough
- South Amboy City
- South Brunswick Township
- South Plainfield Borough
- South River Borough
- Spotswood Borough
- Woodbridge Township

Boards of Education (Members of the Board):

- Carteret Borough
- Cranbury Township
- Dunellen Borough
- East Brunswick Township
- Edison Township
- Helmetta Borough
- Highland Park Borough
- Jamesburg Borough
- Metuchen Borough
- Middlesex Borough
- Milltown Borough
- Monroe Township
- North Brunswick Township
- Old Bridge Township
- Perth Amboy City
- Piscataway Township
- Sayreville Borough
- South Amboy City
- South Brunswick Township
- South Plainfield Borough
- South River Borough
- Spotswood Borough
- West Windsor-Plainsboro Regional
- Woodbridge Township

Fire Districts (Board of Fire Commissioners):

- East Brunswick Township Fire District No. 1
- East Brunswick Township Fire District No. 2
- East Brunswick Township Fire District No. 3
- Jamesburg Borough Fire District No. 1
- Monroe Township Fire District No. 1
- Monroe Township Fire District No. 2
- Monroe Township Fire District No. 3
- Old Bridge Township Fire District No. 1
- Old Bridge Township Fire District No. 2
- Old Bridge Township Fire District No. 3
- Old Bridge Township Fire District No. 4
- Piscataway Township Fire District No. 1
- Piscataway Township Fire District No. 2
- Piscataway Township Fire District No. 3
- Piscataway Township Fire District No. 4
- Plainsboro Township Fire District No. 1
- South Brunswick Township Fire District No. 1
- South Brunswick Township Fire District No. 2
- South Brunswick Township Fire District No. 3
- Woodbridge Township Fire District No. 1
- Woodbridge Township Fire District No. 2
- Woodbridge Township Fire District No. 3
- Woodbridge Township Fire District No. 4
- Woodbridge Township Fire District No. 5
- Woodbridge Township Fire District No. 7
- Woodbridge Township Fire District No. 8
- Woodbridge Township Fire District No. 9
- Woodbridge Township Fire District No. 10
- Woodbridge Township Fire District No. 11
- Woodbridge Township Fire District No. 12
The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>1.</td>
<td>Amona</td>
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<td>2.</td>
<td>Bank Markazi Iran (Central Bank of Iran)</td>
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<td>3.</td>
<td>Bank Mellat</td>
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<td>4.</td>
<td>Bank Melli Iran</td>
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<td>5.</td>
<td>Bank Saderat PLC</td>
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<td>6.</td>
<td>Bank Sepah</td>
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<td>7.</td>
<td>Bank Tejarat</td>
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<td>8.</td>
<td>Bolaz</td>
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<td>9.</td>
<td>Belneftekhim (Belcrusnet)</td>
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<tr>
<td>11.</td>
<td>China National Offshore Oil Corporation (CNOOC)</td>
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<tr>
<td>12.</td>
<td>China National Petroleum Corporation (CNPC)</td>
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<tr>
<td>13.</td>
<td>China National United Oil Corporation (ChinaOil)</td>
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<tr>
<td>14.</td>
<td>China Petroleum &amp; Chemical Corporation (Sinopec)</td>
</tr>
<tr>
<td>15.</td>
<td>China Precision Machinery Import-Export Corp. (CPMIEC)</td>
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<tr>
<td>16.</td>
<td>Grimley Smith Associates</td>
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<td>17.</td>
<td>Indian Oil Corporation</td>
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<td>18.</td>
<td>Kingdream PLC</td>
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<tr>
<td>19.</td>
<td>Naftiran Intertrade Company (NICO)</td>
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<td>20.</td>
<td>National Iranian Tanker Company (NITC)</td>
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<td>21.</td>
<td>Oil and Natural Gas Corporation (ONGC)</td>
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<td>22.</td>
<td>Oil India Limited</td>
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<tr>
<td>23.</td>
<td>Persia International Bank</td>
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<tr>
<td>24.</td>
<td>Petroleos de Venezuela (PDVSA Petróleo, SA)</td>
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<tr>
<td>25.</td>
<td>PetroChina Company, Ltd.</td>
</tr>
<tr>
<td>26.</td>
<td>Sameh Afzar Tajak Co. (SATCO)</td>
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<tr>
<td>27.</td>
<td>Shandong Fin Cnc Machine Company, Ltd.</td>
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<tr>
<td>28.</td>
<td>Sinohydro Co., Ltd.</td>
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<tr>
<td>29.</td>
<td>SKS Ventures</td>
</tr>
<tr>
<td>30.</td>
<td>Som Petrol AS</td>
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<tr>
<td>31.</td>
<td>Zhuhai Zhenrong Company</td>
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</tbody>
</table>

List Date: January 31, 2019
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 submitting the proposal. 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, the Director 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 of the bidder's parent/affiliate, or one of its parents, subsidiaries or affiliates engaging in the investment activities in Iran outlined above by completing the boxes below.

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; that 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: __________________________
CONSENT OF SURETY – PERSONAL BONDS
(To accompany the bid)

Issued to the ________________________________________ Board of Education
On behalf of __________________________________________, as contractor
Bid Date ____________________ Bid Number ____________________

We hereby agree to issue the required Personal Surety Bond for the transportation services to be provided by the award of a mutually agreed upon contract between the referenced Board of Education and Contractor.

Two Bondspersons Required
(Please print or type.)

1. Name ____________________________________________
   Address __________________________________________
   State location and value over all encumbrances thereon of real estate owned in the county of
   __________________________________________________
   Property Value $ __________________
   Location __________________________________________
   If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.
   __________________________________________________
   __________________________________________________
   Bondsperson Signature ________________________________

2. Name ____________________________________________
   Address __________________________________________
   State location and value over all encumbrances thereon of real estate owned in the county of
   __________________________________________________
   Property Value $ __________________
   Location __________________________________________
   If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.
   __________________________________________________
   __________________________________________________
   Bondsperson Signature ________________________________
Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C, S, or Partnership).
   - Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any) __________
   - Exemption from FATCA reporting code (if any) __________

(Applies to accounts maintained outside the U.S.)

5. Address (number, street, and apt. or suite no.). See instructions.

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I: Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person

Date

Cat. No. 10231X

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is Backup Withholding, later.
By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued); and
2. Certify that you are not subject to backup withholding.
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's TIN if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien;
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
• An estate (other than a foreign estate); or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:
• In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
• In the case of a grantor trust with a J.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
• In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-B or Form 8223 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:
1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8223.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:
1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see Special rules for partnerships, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.
Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1
You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI), list first, and then oioelo, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/04EZ or on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on the U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any name, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should not be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 1, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

<table>
<thead>
<tr>
<th>IF the entity/person on line 1 is</th>
<th>THEN check the box for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>a(1) . . .</td>
<td>Corporation</td>
</tr>
<tr>
<td></td>
<td>Individual</td>
</tr>
<tr>
<td></td>
<td>Sole proprietor, or</td>
</tr>
<tr>
<td></td>
<td>Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.</td>
</tr>
<tr>
<td></td>
<td>LLC treated as a partnership for U.S. federal tax purposes,</td>
</tr>
<tr>
<td></td>
<td>LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or</td>
</tr>
<tr>
<td></td>
<td>LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.</td>
</tr>
<tr>
<td></td>
<td>Partnership</td>
</tr>
<tr>
<td></td>
<td>Trust/estate</td>
</tr>
<tr>
<td></td>
<td>Individual/single-proprietor or single-member LLC</td>
</tr>
<tr>
<td></td>
<td>Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)</td>
</tr>
<tr>
<td></td>
<td>Partnership</td>
</tr>
<tr>
<td></td>
<td>Trust/estate</td>
</tr>
</tbody>
</table>

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—An association, conference, or organization that operates in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947
The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

<table>
<thead>
<tr>
<th>IF the payment is for . . .</th>
<th>THEN the payment is exempt for . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest and dividend payments</td>
<td>All exempt payees except for 7</td>
</tr>
<tr>
<td>Broker transactions</td>
<td>Exempt payees 1 through 4 and 6 through 11 and all C corporations. 8 corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.</td>
</tr>
<tr>
<td>Barter exchange transactions and patronage dividends</td>
<td>Generally, exempt payees 1 through 4</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct sales over $5,000</td>
<td>Exempt payees 1 through 4</td>
</tr>
</tbody>
</table>

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5
Enter your address (number, street, and apartment or suite number). This is where the requestor of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payer changes your address in their records.

### Line 6
Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner’s SSN (or EIN, if the owner has one). Do not enter the disregarded entity’s TIN. If the LLC is classified as a corporation or partnership, enter the entity’s EIN.

**Note:** See What Name and Number To Give the Requester, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily redeemable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. persons, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.
1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester’s trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual</td>
</tr>
<tr>
<td>2. Two or more individuals (joint account other than an account maintained by an FFI)</td>
<td>The actual owner of the account or, if combined funds, the first individual on the account¹</td>
</tr>
<tr>
<td>3. Two or more U.S. persons (joint account maintained by an FFI)</td>
<td>Each holder of the account²</td>
</tr>
<tr>
<td>4. Custodial account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor²</td>
</tr>
<tr>
<td>5a. The usual revocable savings trust (grantor is also trustee)</td>
<td>The grantor-trustee¹</td>
</tr>
<tr>
<td>5b. So-called trust account that is not a legal or valid trust under state law</td>
<td>The actual owner¹</td>
</tr>
<tr>
<td>6. Sole proprietorship or disregarded entity owned by an individual</td>
<td>The owner³</td>
</tr>
<tr>
<td>7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(ii)) (A)</td>
<td>The grantor⁴</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and EIN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Disregarded entity not owned by an individual</td>
<td>The owner</td>
</tr>
<tr>
<td>9. A valid trust, estate, or pension trust</td>
<td>Legal entity⁵</td>
</tr>
<tr>
<td>10. Corporation or LLC electing corporate status on Form 5502 or Form 2553</td>
<td>The corporation</td>
</tr>
<tr>
<td>11. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The organization</td>
</tr>
<tr>
<td>12. Partnership or multi-member LLC</td>
<td>The partnership</td>
</tr>
<tr>
<td>13. A broker or registered nominee</td>
<td>The broker or nominee</td>
</tr>
</tbody>
</table>

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person’s number must be furnished.

² Circle the minor’s name and furnish the minor’s SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is designated in the account title.) Also see Special rules for partnerships, earlier.

*Note:* The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:
- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4776 or TTY/TDD 1-800-908-4490 or submit Form 14039.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.
The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/identityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.
STATEMENT OF ASSURANCE

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE
(To accompany bid)

The following firm

________ is currently under contract

________ will be contracted with

to provide a controlled substance testing program to our company as required by the Omnibus Transportation Employee Testing Act:

Name of Firm: ________________________________

Address: ____________________________________

Contact Person: _______________________________

Telephone: _________________________________

Authorized Bidder’s Name and Title ________________________________ (Print or Type)

Authorized Signature ________________________________

Company Name ________________________________

Address _____________________________________
STATEMENT OF ASSURANCE

SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY SUPERINTENDENT OF SCHOOLS
(To accompany bid)

I certify compliance with the requirements of N.J.S.A. 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

I also certify that prior to assigning a newly hired, currently approved school bus driver to a bus route, a school bus driver transmittal form is completed and submitted to the New Jersey Department of Education Criminal History Review Unit.

Authorized Bidder’s Name and Title ____________________________________________

Authorized Signature ________________________________________________________

(Print or Type)

Company Name ________________________________________________________________

Address ___________________________________________________________________
PREScribed Form of Questionnaire
(To accompany bid)

SURETY BOND

_____ CORPORATE – Consent of Surety Attached
_____ PERSONAL – Consent of Surety Attached

Bid Date ________ Bid Number ______ Multi-Contract Number ______ Route Number(s)____________________

Familiarity with Conditions of Contract

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local board of education pertaining to student transportation, the specifications upon which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute?

Yes ___  No ___

Experience of Bidder

1. Have you had previous experience in school or other bus transportation? ___Yes ___No

2. If yes, how many years experience? ____________

3. Briefly state the nature of this experience. __________________________________________________________
   _______________________________________________________________________________________________
   _______________________________________________________________________________________________

Company Name ____________________________________________
Address ________________________________________________
Authorized Bidder’s Name and Title _________________________
(Print or Type)
Authorized Signature _____________________________________
EQUIPMENT CERTIFICATION

The undersigned Bidder hereby certifies as follows:

1. The number and type of *(Type of Equipment or Vehicle, etc.)* intended to be used to fulfill all requirements of the Contract Documents with respect to the *(Scope of Work/Services)* are listed Table 1 and 2 and attached hereto.

   Note: If the Bidder owns or controls all the necessary equipment required, complete Paragraph 2 below. If the Bidder does not own or control all the necessary equipment required, complete Paragraph 3 below.

2. The bidder owns or controls all the necessary equipment show in Table 1 and required to accomplish the work described in the Contract Documents during the Contract Term.

   Name of Bidder: ____________________________ By: ____________________________
   Name: ____________________________ Title: ____________________________
   (Signature)

3. The Bidder does not own or control all the necessary equipment required to accomplish the Work described in the Contract Documents during the contract Term. The equipment actually owned or controlled by the Bidder is identified in Table 1.

   The remaining equipment required to perform the Work described is noted in Table 2 together with the certification of the owner or person in control of such equipment.

   Name of Bidder: ____________________________ By: ____________________________
   Name: ____________________________ Title: ____________________________
   (Signature)
| Type of Equipment (Vehicle, Pump, Etc.) | Number | Make | Equipment Model | Age |

(Attach additional sheets if necessary)
**TABLE 2**

**CERTIFICATION OF OWNER OR CONTROLLER OF EQUIPMENT NOT OWNED OR CONTROLLED BY BIDDER**

This is to certify that I, the undersigned, own or control the equipment required and noted below and definitively grant the Bidder named below the control of said equipment during such time as may be required for that portion of the Work described in the Contract Documents for which said equipment is necessary for the term of the contract.

(Name of Bidder)  
(Name of Owner or Controller)

**Name of Bidder:** ____________________________

**By:** ____________________________

(Signature)

**Name:** ____________________________

**Title:** ____________________________

<table>
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<tr>
<th>Type of Equipment (Vehicle, Pump, Etc.)</th>
<th>Number</th>
<th>Make</th>
<th>Equipment Model</th>
<th>Age</th>
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(Attach additional sheets if necessary)
# Coordinated Transportation Services Agency Membership Form

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<tr>
<th>BOARD OF EDUCATION</th>
<th>CHIEF SCHOOL ADMINISTRATOR</th>
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Agency Name  

Address  

Authorized Representative Name and Title  

(print or type)

Authorized Signature
AFFIRMATIVE ACTION
QUESTIONNAIRE
(To accompany bid)

COMPANY NAME ____________________________________________

1. Our company has a federal Affirmative Action Plan approval.
   ____ YES  ____ NO

   A. If yes, a copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.
   ____ YES  ____ NO

   A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program
   P.O. Box 206, Trenton, NJ 08625. 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.

AUTHORIZED BIDDER ____________________________
(Print or Type)

TITLE ________________________ DATE ________________________
(Print or Type)

SIGNATURE ________________________
AMERICAN WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "ACT") (42 U.S.C. S12101 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 thereunto, 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 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 proceedings 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.

Reviewed by: ____________________________ Date: ____________________________
ALL BIDS MUST BE EITHER HAND DELIVERED OR VIA UPS, FED EX, DHL, ETC.,
ATTN: DAVID PAWLOWSKI

BIDS WILL NOT BE ACCEPTED VIA THE US POSTAL SERVICE AS WE CANNOT GUARANTEE THE RECEIPT OF THEM.

*In order to alleviate possible confusion, the South Brunswick Board of Education Administration building is physically located in North Brunswick, NJ 08902. This is not a typographical error. Note: Currently the US Postal Service will NOT deliver to this address.) This address is to be used for bid openings and bid submittals ONLY. All other correspondence should be addressed to PO Box 181, Monmouth Junction, NJ 08852.

DIRECTIONS TO BOARD OFFICE

FROM THE NORTH: Take US 1 South. Pass Sears, US 130 intersection, J&J plant (on left) and Finnegans Lane. Take next jug-handle for Blackhorse Lane. Board Office is on the left.

FROM THE SOUTH: Take US 1 North. Pass Deans Lane and Henderson Road. Take the next right onto Blackhorse Lane. Board Office is on the left.

FROM US 130 NORTH: Make a right onto Deans Rhode Hall Road. Left onto Georges Road. At light turn right onto Deans Lane. Make first right onto Blackhorse Lane. The Board Office will be on your right.

FROM US 130 SOUTH: Make a left onto Deans Rhode Hall Road. Left onto Georges Road. At light turn right onto Deans Lane. Make first right onto Blackhorse Lane. The Board Office will be on your right.

FROM TURNPIKE: Exit 8A. Right onto Route 32 to US 130. Right turn onto US 130. Move to left lane and follow directions above from US 130 South.