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

**BID NO: 2019-09**
**CUSTODIAL SUPPLIES**

Bids will be received until **11:00 AM on Thursday, May 30, 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

Required by Owner                                             Read, Signed & Submitted

X  Bid Proposal Form                                           ☐
☐  Bid Guarantee - certified check, cashier's check, or bond (with Power of Attorney for full amount of Bid Bond) ☐
X  Statement of Ownership                                     ☐
X  Non-Collusion Affidavit                                     ☐
X  N.J. Business Registration Certificate N.J.S.A. 52:32-44    ☐
X  C.271 Political Contribution Disclosure Form               ☐
X  Disclosure of Investment Activities In Iran                 ☐
☐  Consent of Surety (with Power of Attorney for full amount of Bid Price) ☐
☐  DPMC Notice of Classification (construction contracts in excess of $20,000) ☐
☐  DPMC 701 Total Amount of Uncompleted Contracts            ☐
X  Form W-9                                                   ☐
☐  No Adverse Material Change of Qualification Information Affidavit ☐
☐  Guarantee of Correction of Work After Final Payment ☐
☐  Equipment Questionnaire                                      ☐
☐  References                                                  ☐

Review Sign and Return With Your Bid

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 ☐
X   Americans with Disabilities Act of 1990 Language Located in the General Conditions ☐
INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF BIDS

A. South Brunswick Township Board of Education (herein after referred to as "OWNER") invites sealed bids pursuant to the Notice to Bidders. The OWNER bears no responsibility for discrepancies to specifications or addendums reaching companies that did not obtain the specifications directly from the OWNER.

B. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.

C. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the OWNER, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID" with the contract title and/or bid being bid. **Two complete copies of the bid must be submitted.**

D. It is the bidder’s responsibility to see that bids are presented to the OWNER on the hour and at the place designated. Bids may be hand delivered or mailed; however, the OWNER disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.

E. Sealed bids forwarded to the OWNER before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they must remain firm for a period of sixty (60) calendar days.

F. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the OWNER. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.

G. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.
Section A - Instructions to Bidders

H. Bidders must insert prices for furnishing all of the materials and/or labor required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor F.O.B. destination and placement it locations specified by the OWNER. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the contractor’s convenience.

I. The vendor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the vendor. In case of rejected materials, the vendor will be responsible for return freight charges.

II. BID SECURITY

The following provisions if indicated by an (X), shall be applicable to this bid and be made a part of the bidding documents:

A. **BID GUARANTEE**

Bidder shall submit with the bid a certified check, cashier's check or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of $20,000, payable unconditionally to the OWNER. When submitting a Bid Bond, it shall contain Power of Attorney for full amount of Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the OWNER. The check or bond of the unsuccessful bidder(s) shall be returned as prescribed by law. The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted. The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 18A:18A-24. Failure to submit this shall be cause for rejection of the bid.

B. **CONSENT OF SURETY**

Bidder shall submit with the bid a Certificate (Consent of Surety) with Power of Attorney for full amount of bid price from a Surety Company authorized to do business in the State of New Jersey and acceptable to the OWNER stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to N.J.S.A. 18A:18A-25. Failure to submit this shall be cause for rejection of the bid.
C. **PERFORMANCE BOND**

Successful bidder shall simultaneously with the delivery of the executed contract, submit an executed bond in the amount of one hundred percent (100%) of the acceptable bid as security for the faithful performance of this contract.

Failure to deliver this with the executed contract shall be cause for declaring the contract null and void.

D. **LABOR AND MATERIAL (PAYMENT) BOND**

Successful bidder shall with the delivery of the performance bond submit an executed payment bond to guarantee payment to laborers and suppliers for the labor and materials used in the work performed under the contract.

Failure to deliver this with the performance bond shall be cause for declaring the contract null and void.

E. **GUARANTEE FOR CORRECTION OF WORK**

Successful bidder shall upon acceptance of the work submit a sworn, notarized statement of guarantee to remedy any defects due to faulty materials or workmanship, and pay for any damages to other work resulting there from, which appear within a period of one year from the date of completion unless longer terms are written in any part of the Specifications.

F. **MAINTENANCE BOND**

Successful bidder shall upon acceptance of the work submit a maintenance bond in the amount of 100% guaranteeing against defective quality of work or materials for the period of

- **1 YEAR**
- **2 YEARS**

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied and any maintenance bonds required have been executed and approved by the OWNER.

The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey N.J.S.A. 17:31-5.
III. INTERPRETATION AND ADDENDA

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the OWNER. The bidder accepts the obligation to become familiar with these specifications.

B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to the appropriate official. In the event the bidder fails to notify the OWNER of such ambiguities, errors or omissions, the bidder shall be bound by the bid. In accordance with N.J.S.A. 18A-15, any prospective bidder who wishes to challenge a bid specification shall file such challenges in writing with the purchasing agent no less than three business days prior to the opening of bids. Challenges filed after that time shall be considered void and having no impact on the Owner or award of a contract.

C. No oral interpretation of the meaning, of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the OWNER'S representative stipulated in the bid. In order to be given consideration, written requests for interpretation must be received at least five (5) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidder. All addenda so issued shall become part of the contract documents, and shall be acknowledged by the bidder in the bid. The OWNER'S interpretations or corrections thereof shall be final.

D. Discrepancies in Bids

1. If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

2. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

3. In the event that there is a discrepancy between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total.

4. In the event that there is a discrepancy between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.
IV. BRAND NAMES, PATENTS & STANDARDS OF QUALITY

A. Brand names and/or descriptions used in this bid are to acquaint bidders with the type of commodity desired and will be used as a standard by which alternate or competitive materials offered will be judged. Competitive items must be equal to the standard described and be of the same quality of work. Variations between materials described and the materials offered are to be fully identified and described by the bidder on a separate sheet and submitted with the bid proposal form. Vendor's literature WILL NOT suffice in explaining exceptions to these specifications. In the absence of any changes by the bidder, it will be presumed and required that materials as described in the proposal be delivered.

B. It is the responsibility of the bidder to demonstrate the equivalency of item(s) offered. The OWNER reserves the right to evaluate the equivalency of an item(s) which, in its deliberations, meets its requirements.

C. In submitting its bid, the bidder certifies that the merchandise to be furnished will not infringe upon any valid patent or trademark and that the success bidder shall, at its own expense, defend any and all actions or suits charging such infringement, and will save the OWNER harmless from any damages resulting from such infringement.

D. Only manufactured and farm products of the United States, wherever available, shall be used on this contract pursuant to N.J.S.A. 18A:18A-20.

E. Wherever practical and economical to the OWNER, it is desired that recycled or recyclable products be provided. Please indicate when recycled products are being offered.

F. No bidder will be allowed to offer more than one price on each item even though he may feel that he has two (2) or more types/products that will meet the specifications. Bidders must determine for themselves which type/product to offer. If said bidder should submit more than one price on any item, all prices for the item shall be rejected.

V. INSURANCE & INDEMNIFICATION

A. INSURANCE REQUIREMENTS

PLEASE NOTE: The South Brunswick Board of Education shall be named as "Additional Insured" on all insurance required.

1. Worker's Compensation and Employer's Liability Insurance

This insurance shall be maintained in force during the life of this contract by the bidder covering all employees engaged in performance of this contract in accordance with the applicable statute. Employer's Minimum Employer's Liability $ 500,000 each occurrence.

2. General Liability Insurance

This insurance shall have limits of not less than $500,000 any one person and $500,000 any one accident for bodily injury and $1,000,000 aggregate for property damage, and shall be maintained in force during the life of this contract by the bidder. The policy shall include Bidder's Protective Liability Insurance (also known as Contingent Liability Insurance) with the same limits.
Section A - Instructions to Bidders

3. Automobile Liability Insurance

This insurance covering bidder for claims arising from owned, hired and non-owned vehicles with limits of not less than $500,000 any one person and $1,000,000 any one accident for bodily injury and $500,000 each accident for property damage, shall be maintained in force during the life of this contract by the bidder.

B. Certificates of the Required Insurance

Certificates as listed above shall be submitted along with the contract as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary workers Compensation and Employees Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall name the OWNER as an additional insured.

C. Policies Shall Remain in Force - until all work has been completed and until all retained percentages and maintenance bonds have been released.

D. Subcontractors - shall be required, by the General Construction Contractor, to provide the same types of insurance with the same limits, as described above. The Contractor shall not allow any Subcontractor to commence work on his subcontract, until all similar insurance required of the Subcontractor, has been so obtained and approved. Approval of the insurance by the Owner shall not relieve or decrease the liability of the Contractor hereunder.

Certificates and policies of insurance, covering each Subcontractor, shall also be filed with the Engineer and Owner, before any work is begun by a subcontractor.

E. Indemnification

Successful bidder will indemnify and hold harmless the OWNER from all claims, suits or actions and damages or costs of every name and description to which the OWNER may be subjected or put by reason of injury to the person or property of another, or the property of the OWNER, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, servants or subcontractors in the delivery of materials and supplies, or in the performance of the work under this agreement.

F. Registration of Motor Vehicles

All motor vehicles used in connection with this contract, shall be registered in the State of New Jersey in accordance with laws, rules and regulations thereof, within forty-eight (48) hours of starting work on the contract.
VI. PREPARATION OF BIDS

A. The OWNER is exempt from any local, state or federal sales, use or excise tax.

B. Estimated Quantities (Open-End Contracts)

The OWNER has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to N.J.A.C. 5:34-4.9. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.

C. Successful bidder shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price agreement.

VII. STATUTORY AND OTHER REQUIREMENTS

A. Mandatory Affirmative Action Certification

No firm may be issued a contract unless it complies with the affirmative action regulations of N.J.S.A. 10:5-31 et seq. P.L. 1975, C. 127 (N.J.A.C. 17:27)

1. Procurement, Professional and Service Contracts

All successful vendors must submit, prior to issuance of a contract:

i. A photocopy of a valid letter for an approved Federal Affirmative Action Plan (good for one year from the date of the letter), or

ii. A photocopy of an approved Certificate of Employee Information Report,

iii. If the vendor has none of the above, the public agency is required to provide the vendor with an initial Affirmative Action Employee Information Report (AA-302).

2. Construction Contracts

All successful contractors must submit prior to signing of the contract an Initial Project Manning Report (AA201- available upon request from the State's Affirmative Action Office) for any contract award that meets or exceeds the bidding threshold.
B. Americans with Disabilities Act of 1990

Discrimination on the basis of disability in contracting for the purchase of bids and services is prohibited. The successful bidder is required to read Americans With Disabilities language that is part of this specification and agrees that the provisions of Title II of the Act are made a part of the contract. The successful bidder is obligated to comply with the Act and to hold the owner harmless.

C. Anti-Bullying Bill of Rights – Reporting of Harassment, Intimidation and Bullying – Contracted Service

The contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act – N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy.

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


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

1. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

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

3. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of $50.00 for
Section A - Instructions to Bidders

each person for each calendar day during which such person is
discriminated against or intimidated in violation of the provisions of the
contract; and

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

No provision in this section shall be construed to prevent a board of
education from designating that a contact, subcontract or other means of
procurement of goods, services, equipment or construction shall be awarded
to a small business enterprise, minority business enterprise or a women's

E. Prevailing Wage Act (When Applicable)

Pursuant to N.J.S.A. 34:11-56.25 et seq., successful bidders on projects
for public work shall adhere to all requirements of the New Jersey
Prevailing Wage Act. The contractor shall be required to submit a
certified payroll record to the OWNER within ten (10) days of the payment
of the wages. The contractor is also responsible for obtaining and
submitting all subcontractors' certified payroll records within the
aforementioned time period. The contractor shall submit said certified
payrolls in the form set forth in N.J.A.C. 12:60-6.1 (c). It will be the
contractor's responsibility to obtain any additional copies of the
certified payroll form to be submitted by contacting the Office of
Administrative Law, CN 049, Trenton, New Jersey 08625 or the New Jersey
Department of Labor, Division of Workplace Standards.

F. Statement of Ownership

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.
Section A - Instructions to Bidders

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 (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.

G. The New Jersey Worker and Community Right to Know Act

The manufacturer or supplier of a substance or mixture shall supply the Chemical Abstracts Service number of all the components of the mixture or substance and the chemical name. The manufacturer and supplier must properly label each container. Further, all applicable Material Safety Data Sheets (MSDS) - hazardous substance fact - sheet must be furnished.

H. Non-Collusion Affidavit

The Non-Collusion Affidavit, which is part of these specifications, shall be properly executed and submitted with the bid proposal.

I. "Qualification of Bidders"

1. A bidder on public works for a Board of Education with a bid exceeding $20,000 must first have been qualified by the State Board of Education.

2. "Qualification of Bidders: Each bidder shall submit with his/her bid a copy of a valid and active prequalification/classification letter issued by the Department of Transportation or the Department of Treasury (Division of Building and Construction) of the State of New Jersey. Under the terms of the New Jersey State Statutes, any bid submitted to a school board which does not include a copy of a valid and active prequalification/classification letter shall be rejected as being nonresponsive to bid requirements.

The Board of Education, through its authorized agent, shall upon completion of the contract report to the State agency listed on the prequalification/classification letter as to the contractor’s performance
and shall furnish such report from time to time during performance if the contractor is then in default.

So long as such requirement is in effect, the Board of Education shall accept such bids only from persons qualified in accordance with such classification.

Bidders on public works for a Board of Education which shall exceed $20,000 must also submit with his/her bid a notarized affidavit of Total Amount of Uncompleted Contracts, along with the Notice of Classification issued by the State of New Jersey.

J. The Public Works Contractor Registration Act, P.L. 1963, c.150 (C.34:11-56.51)

No contractor shall bid on or engage in any contract for public work as defined in section 2 of "P.L. 1963, c.150(C34:11-56.26 et seq) unless the contractor is registered under this act.

So long as such requirement is in effect, the Board of Education shall accept such bids only from persons qualified in accordance with this act.


6A:23A-6.3 Contributions to board members and contract awards
(a) As a condition of receiving State aid, school districts and county vocational school district shall have policies that comply with the provisions of this section to ensure that the district shall maintain honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance and corruption in its contracting processes and practices. Such policies shall be adopted by the school district and implemented by October 1, 2008, except that districts previously subject to N.J.A.C. 6A:10 and 6A:10A shall adopt and implement such policies on July 1, 2008. The terms "business entity" and "interest" as used below are defined as set forth in P.L. 2004, c. 19.

1. No school board will vote upon or award any contract in the amount of $17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to a member of the district board of education during the preceding one-year period.

2. Contributions reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the district are prohibited during the term of a contract.

3. When a business entity referred to in (a)2 above is a natural person, a contribution by that person’s spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

4. The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.
Section A - Instructions to Bidders

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

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

The South Brunswick Board of Education requests that all respondents for this bid/proposal submit a current New Jersey Business Registration Certificate with the bid/proposal.

Failure to provide the New Jersey Business Registration Certification prior to the award of contract, will be cause for the rejection of the entire bid or proposal.

Goods, Services and Construction Contracts

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors:

A contractor shall provide the contracting agency with the business registration of the contractor and that of any named subcontractor prior to the time a contract, purchase order, or other contracting document is awarded or authorized. At the sole option of the contracting agency, the requirement that a contractor provide proof of business registration may be fulfilled by the contractor providing the contracting agency sufficient information for the contracting agency to verify proof of registration of the contractor, or named subcontractors, through a computerized system maintained by the State.

A subcontractor named in a bid or other proposal made by a contractor to a contracting agency shall provide a copy of its business registration to any contractor who shall provide it to the contracting agency pursuant to the provisions of subsection b. of this section. No contract with a subcontractor shall be entered into by any contractor under any contract with a contracting agency unless the subcontractor first provides the contractor with proof of a valid business registration. For bids and requests for proposals, the contracting agency must retain proof of business registration in the file where documents relating to the contract are maintained. For all other contracts, proofs of business registration shall be maintained in an alphabetical file.

The contractor shall maintain and submit to the contracting agency a list of subcontractors and their addresses that may be updated from time to time during the course of the contract performance. A complete and accurate list shall be submitted before final payment is made for goods provided or services rendered or for construction of a construction project under the contract. A contracting agency shall not be responsible for a contractor's failure to comply with this subsection.

A contractor or a contractor with a subcontractor that has entered into a Contract with a contracting agency, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act," P.L.1966, c.30 (C.54:32B-1 et seq.) on all their taxable Sales of tangible personal property delivered into this State.
Section A - Instructions to Bidders

All respondents are urged to submit with their response, a copy of their firm's New Jersey Business Registration Certificate. Failure to submit the Certificate prior to the award of contract will result in the rejection of the proposal.

Vendors: must contact the Division of Revenue to register or ask questions about registration:
Web: [www.nj.gov/treasury/revenue/taxreg.htm](http://www.nj.gov/treasury/revenue/taxreg.htm)
Voice: 609-292-1730
Mail: Client Registration Bureau, PO Box 252, Trenton, NJ 08646-0252

M. ANNUAL DISCLOSURE FOR CONTRACTS IN EXCESS OF $50,000.

"<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. 19:4A-20.13 (P.L. 2005, c.271, s.3) if the <contractor> receives contracts 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](http://www.elec.state.nj.us).

N. CONTRACTOR/VENDOR REQUIREMENTS - OFFICE OF THE NEW JERSEY COMPTROLLER

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

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

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


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

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

O. CRIMINAL HISTORY BACKGROUND CHECKS - REQUIRED

The contractor and all subcontractors for the project shall provide to the School district (School Business Administrator/Board Secretary or Director of Buildings and Grounds) evidence or proof that each worker assigned to the project that comes in regular contact with students, has had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker. The determination of “regular contact with students” will be made by the school district. Failure to provide a proof of criminal history background check for any contractor or subcontractor employee coming in regular contact with students may be cause for breach of contract.

If it is discovered during the course of the contract that a contractor or subcontractor employee has a disqualifying criminal history or the employee has not had a criminal history background check, that employee is to be removed from the project immediately.

P. DEBARMENT, SUSPENSION, OR DISQUALIFICATION

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

All bidders are required to submit a sworn statement indicating whether or not the bidder is, at the time of the bid, included on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List or the State of New Jersey Consolidated Debarment Report, or the Federal Debarred Vendor List – Excluded Parties List System, through the System for Award Management portal – SAM.gov.

Q. FALSE MATERIAL REPRESENTATION/TRUTH IN CONTRACTING

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

Bidder should be aware of the following statutes that represent “Truth in Contracting” laws:

N.J.S.A. 2C:21-34, et seq. governs false claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false claim and/or knowingly make material misrepresentation.
Section A - Instructions to Bidders

N.J.S.A. 2C:27-10 provides that a person commits a crime if said person offers a benefit to a public servant for an official act performed or to be performed by a public servant, which is a violation of official duty.

N.J.S.A. 2C:27-11 provides that a bidder commits a crime if said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.

Bidder should consult the statutes or legal counsel for further information.

R. FORCE MAJEURE

Neither party shall be liable in damages for any failure, hindrance or delay in the performance of any obligation under this Agreement if such delay, hindrance or failure to perform is caused by conditions beyond the control of either party, including, but not limited to, Acts of God, flood, fire, war or the public enemy, explosion, government regulations whether or not valid (including the denial or cancellation of any export or other necessary license), court order, state funding, or other unavoidable causes beyond the reasonable control of the party whose performance is affected which cannot be overcome by due diligence.

Vendors, and/or contractors who have a contract with the Board of Education to provide goods or services cannot unilaterally claim an increase in the cost of the contract because of Force Majeure.

VIII. METHODS OF AWARD

A. All contracts shall be for 12 consecutive months unless otherwise noted in technical or supplemental specifications.

B. The OWNER may award the work on the basis of the Base Bid, combined with such alternates as selected, until a net amount is reached which is within the funds available.

C. If the award is to be made on the basis of Base Bids only, it will be made to that responsible bidder who's Base Bid, therefore, is the lowest. If the award is to be made on the basis of a combination of a Base Bid with Options, it will be made to that responsible bidder whose net bid on such combination is the lowest.

D. The OWNER may also elect to award the work on the basis of line items or unit prices, whichever is the most overall cost efficient to the district.

E. The successful bidder will not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the OWNER.

IX. REJECTION OF BIDS

A. Availability of Funds

Pursuant to statutory requirements, any contract resulting from this bid shall be subject to the availability and appropriation of sufficient funds annually.
Section A - Instructions to Bidders

B. Multiple Bids Not Allowed

More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

C. Unbalanced Bids

Bids which are obviously unbalanced may be rejected.

D. Unsatisfactory Past Performance

Bids received from bidders who have previously failed to complete contracts within the time scheduled therefore, or who have performed prior work for the OWNER in an unacceptable manner, may be rejected.

E. Failure to Enter Contract

Should the bidder, to whom the contract is awarded, fail to enter into a contract within 21 days, Sundays and holidays excepted, the OWNER may then, at its option, accept the bid of the next lowest responsible bidder.

X. TERMINATION OF CONTRACT

A. If, through any cause, the successful bidder shall fail to fulfill in a timely and proper manner obligations under this contract or if the contractor shall violate any of the requirements of this contract, the OWNER shall thereupon have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date of termination. Such termination shall relieve the OWNER of any obligation for balances to the contractor of any sum or sums set forth in the contract.

B. Notwithstanding the above, the contractor shall not be relieved of liability to the OWNER for damages sustained by the OWNER by virtue of any breach of the contract by the contractor and the OWNER may withhold any payments to the contractor for the purpose of compensation until such time as the exact amount of the damage due the OWNER from the contractor is determined.

C. The contractor agrees to indemnify and hold the OWNER harmless from any liability to subcontractors/suppliers concerning payment for work performed or goods supplied arising out of the lawful termination of the contract by the OWNER under this provision.

D. In case of default by the successful bidder, the OWNER may procure the articles or services from other sources and hold the successful bidder responsible for any excess cost occasioned thereby.

E. Continuation of the terms of this contract beyond the fiscal year is contingent on availability of funds in the following year's budget. In the event of unavailability of such funds, the OWNER reserves the right to cancel this contract.
XI. Payment Requirements for Construction Contracts

All requests for payment requirements must be received at the Board of Education at least 20 days prior to the board’s meeting dates to receive payment in the following payment cycle. Requirements for payment will include an invoice, a signed voucher, and a certified payroll if job exceeds $2000.

In the event that alternative dispute resolution is needed, mediation is the method that shall be used.

XII. Liquidated Damages

The contractor agrees to substantially complete this public works project to the complete satisfaction of the Board of Education by the stated contract completion date or within the number of working days so specified in the contract.

Failure to complete the project within the specified time frame or contract completion date shall lead to the Board of Education assessing liquidated damages against the contractor in accordance with and pursuant to N.J.S.A. 18A:18A-41 and 18A:18A-19.

For each calendar day thereafter that the work included under this contract remains uncompleted in accordance with the provision of the contract or not completed to the satisfaction of the Board of Education, the Board shall assess liquidated damages as follows:

<table>
<thead>
<tr>
<th>Amount of Contract</th>
<th>Liquidated Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Range of Amount</td>
<td></td>
</tr>
<tr>
<td>$20,000 and less than $50,000</td>
<td>$2000.00 per calendar day</td>
</tr>
<tr>
<td>$50,001 and less than $100,000</td>
<td>$3000.00 per calendar day</td>
</tr>
<tr>
<td>$100,001 and less than $250,000</td>
<td>$5000.00 per calendar day</td>
</tr>
<tr>
<td>$251,001 and less than $500,000</td>
<td>$10,000.00 per calendar day</td>
</tr>
<tr>
<td>$500,000 and less than $1,000,000</td>
<td>$20,000.00 per calendar day</td>
</tr>
<tr>
<td>1,000,000 and over</td>
<td>$25,000.00 per calendar day</td>
</tr>
</tbody>
</table>

The Board may assess liquidated damages by deducting the amount from monies which may due or become due to the contract.

The Board may also assess the contractor additional damages for costs the Board may incur because each day the project remains uncompleted. These costs include but are not limited to:

- Construction management fees
- Architect/engineer fees
- District administrative costs
- Any inspector or inspectors necessarily employed by the Board of Education on the work, for any number of days in excess of the number allowed in the specifications
The Board of Education may also assess against all monies owed to the contractor, liquidated damages for the violation of any terms and conditions of the contract or agreement by the contractor or the failure to perform said contract or agreement in accordance with its terms and conditions or the terms or conditions of the “Public Schools Contract Law,” in accordance with and pursuant to N.J.S.A. 18A-18A-19 and 18A:18A-41.

XIII. TAXES; Contractor’s Use of Board’s Tax Identification Number — Prohibited

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

XIV. Instructions for Delivery of Bid Proposal

All bids must be either hand delivered or sent via UPS, Fed Ex, etc., to 231 Blackhorse Lane, North Brunswick, NJ, 08902. Bid packages will not be accepted via the United States Postal Service as we cannot guarantee the receipt of those packages. *In order to alleviate possible confusion, the South Brunswick Board of Education Administration building is physically located in North Brunswick, NJ. This is not a typographical error. (Note: Currently the United States Postal Service will NOT deliver to this address.)* The **outside envelope for your bid submission must be clearly labeled with your company name and address** and it **MUST** include the Bid Number and Bid Name.
SOUTH BRUNSWICK TOWNSHIP
PUBLIC SCHOOLS
P.O. Box 181, Monmouth Junction, NJ 08852
Phone: (732) 297-7500                      Fax (732) 422-8054

SPECIAL INSTRUCTIONS

1. All bid prices must stay firm for the period of July 1, 2019 through June 30, 2020.

2. All bid prices must have both unit prices and extended (or total) prices listed for every item bid.

3. Unit prices must not be bid more than two (2) decimal places.

4. Bidder must bid the same unit of measure as specified in the bid, i.e., each, dozen. Bids that change the unit of measure will not be considered.

5. Bids will not be accepted in the case when the bidder states that they have a minimum dollar amount for purchase orders, or that they will add freight charges.

6. Awards will be made for unit prices on an item by item, total award, or bulk award basis for each supply group, whichever is in the best interest of the District.

7. The Board of Education reserves the right to increase or decrease quantities in the bid.

8. Compliant items may not be considered if a sample is not submitted before or at the time of the bid opening to the South Brunswick Board of Education.

9. The Business Administrator may require the submission of samples either before or after the award of a contract, at no charge to the district, in order to ascertain whether or not a product will be suitable for the purpose for which it is intended. If it is specifically stated elsewhere in the bid documents that samples are required, (such as Paper Products and Plastic Bags), full size exact samples must be submitted not later than the official BID OPENING. Failure to submit said samples may be regarded as basis for rejecting the bid. Samples may be impounded until satisfactory completion of the contract. Otherwise, all samples must be picked up by the bidder within thirty (30) days of the award of the contract or said samples will be presumed abandoned and the Business Administrator will dispose of them as he sees fit.
SOUTH BRUNSWICK TOWNSHIP
PUBLIC SCHOOLS
P.O. Box 181, Monmouth Junction, NJ 08852
Phone: (732) 297-7500 Fax (732) 422-8054

BID PAGE

Awards may be made by item or group based on the greatest overall benefit to the district. Awards will be made for unit prices as quantities given are estimates and actual orders may be for greater or lesser quantities based on available budget. **No bidder will be allowed to offer more than one price on each item even though he may feel he has two or more types/products that will meet the specifications. If said bidder should submit more than one price on an item, all prices for item shall be rejected. Prices must be firm from July 1, 2019 through June 30, 2020.

PLEASE SUBMIT BY:
11:00 AM on Thursday, May 30, 2019

BID 2019-09
CUSTODIAL SUPPLIES

Pursuant to Specifications and General Conditions and Instructions to Bidders, we are pleased to submit herewith our bid/s for Custodial Supplies for the 2019-20 school year.

TOTAL NUMBER OF ITEMS BID

______________________________

THE TOTAL AMOUNT OF OUR BID IS

$

**Delivery accepted Tuesday through Thursday, 9:30 am to 2:00 pm ONLY**
Loading Dock Accessible

Enclosed is our bid bond/certified check or money order #____________________ in the amount of $________________, Statement of Ownership, Non-Collusion Affidavit, Affirmative Action Documenta, NJ Business Registration Certificate, Political Contribution Form, W-9 and Disclosure of Investment Activities in Iran Form.

Signature: ___________________________ Address: ___________________________
Print Name: _________________________
Title: ______________________________
Company: __________________________
Date: ______________________________
Federal Tax ID _______________________
Telephone: _________________________
Fax: _______________________________
E-mail: ___________________________
## BID: 2019-09 CUSTODIAL SUPPLIES
DUE: WEDNESDAY, MAY 30, 2019 11:00 AM

DELIVERIES ACCEPTED TUESDAY THROUGH THURSDAY 9:30 AM TO 2:00 PM ONLY LOADING DOCK ACCESSIBLE

<table>
<thead>
<tr>
<th>QTY.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>MODEL, DESCRIPTION</th>
<th>UNIT PRICE: MUST MATCH UNIT</th>
<th>EXTENDED COST</th>
<th>MUST SUBMIT MFR and MODEL NO., DESCRIPTION IF BIDDING ALTERNATE <em><strong>MUST SUPPLY SAMPLE</strong></em></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>case</td>
<td>Absorbent, 3lot-Out, 1 lb container, typically 24/cs</td>
<td>Blot-Out Deodorant Granules, non-toxic, non-flammable, harmless to skin or any surface, such as by Banner Chemical Corp.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>case</td>
<td>Concentrated Window Washer Fluid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>13&quot; Red Round Cleaning Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>13&quot; White Round Cleaning Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>13&quot; Green Round Cleaning Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>13&quot; Blue Round Cleaning Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company Name: ________________________________
<table>
<thead>
<tr>
<th>QTY.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>MODEL, DESCRIPTION</th>
<th>UNIT PRICE: MUST MATCH UNIT</th>
<th>EXTENDED COST</th>
<th>MUST SUBMIT MFR and MODEL NO., DESCRIPTION IF BIDDING ALTERNATE <em><strong>MUST SUPPLY SAMPLE</strong></em></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>case</td>
<td>20&quot; Red Round Cleaning Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>20&quot; Black Round Stripping Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>20&quot; Maroon Round Cleaning Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>20&quot; White Round Cleaning Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>20&quot; Blue Round Cleaning Pad</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>14&quot;X28&quot; Red Cleaning Pad</td>
<td></td>
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<tr>
<td>QTY.</td>
<td>UNIT</td>
<td>DESCRIPTION</td>
<td>MODEL, DESCRIPTION</td>
<td>UNIT PRICE: MUST MATCH UNIT</td>
<td>EXTENDED COST</td>
<td>MUST SUBMIT MFR and MODEL NO., DESCRIPTION IF BIDDING ALTERNATE <strong>MUST SUPPLY SAMPLE</strong></td>
</tr>
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<td>-----------------------------</td>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>20</td>
<td>pack</td>
<td>Bags for Euroclean GD930HSP Vacuum, pack of 5</td>
<td>Nilfisk #140 7015 020</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>each</td>
<td>HEPA Filter for Euroclean GD930HSP Vacuum</td>
<td>Nilfisk #140 2666 010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>pack</td>
<td>Pack of 10 ProTeam Super Coach Vacuum Bags</td>
<td>ProTeam Super Coach 6qt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>pack</td>
<td>Pack of 2 ProTeam Super Coach filter, Hepa Media Twin Pack</td>
<td>ProTeam Filter, Hepa Media Twin Pack OEM part number 107315</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>each</td>
<td>Pack of 2 ProTeam Super Coach filter, Hepa Media Twin Pack</td>
<td>ProTeam Filter, Hepa Media Twin Pack OEM part number 107315</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>each</td>
<td>ProTeam Super Coach 6qt backpack Vacumn with Xover Floor Tool Kit D (107190)</td>
<td>Backpack Vacuum with accessories: 14&quot; Xover floor tool, telescoping wand, 5&quot; upholstery tool, 3&quot; dust brush, 17&quot; crevice tool</td>
<td>Georgia Pacific #54338, no substitutes so mounting matches existing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>each</td>
<td>Dispenser, Roll Towel, plastic, hands-free, elbow push for 6&quot; wide, up to 7.5&quot; diameter roll towels</td>
<td>Continental Mfg., item #RT-22, no substitutes so mounting matches existing</td>
<td>Continental Mfg., item #RT-22, no substitutes so mounting matches existing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>box</td>
<td>Dispenser, Toilet Paper, single roll, 6&quot;w x 2 3/4&quot;h x 4 1/8&quot;d, typ. 12/box</td>
<td>Rubbermaid Q311, or Americo Octopus Holder #0-202</td>
<td>Rubbermaid Q311, or Americo Octopus Holder #0-202</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>box</td>
<td>Doodle Bug Pad Holder, handle collar, typ 6/box</td>
<td>Rubbermaid Q311, or Americo Octopus Holder #0-202</td>
<td>Rubbermaid Q311, or Americo Octopus Holder #0-202</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| QTY. | UNIT | DESCRIPTION | MODEL, DESCRIPTION | UNIT PRICE: MUST MATCH UNIT | EXTENDED COST | MUST SUBMIT MFR and MODEL NO., DESCRIPTION IF BIDDING ALTERNATE "**MUST SUPPLY SAMPLE**"
|------|------|-------------|--------------------|-----------------------------|---------------|-----------------------------------------------------------------
| 12   | each | Dust Pan, Lobby, typ 6/box | Continental Commercial Products 9912 [Pyramid S P] |                |               | *
| 2    | box  | Mop, Toilet Bowl, acid resistant yarn, "F" beam handle, typically 100/box | Johnny Mop |                |               | *
| 48   | each | Spray Bottle, 24 oz with spray trigger, 6/case |               |                |               | *
| 4    | each | Flag, State of NJ, 3 x 5' nylon |               |                |               | *
| 80   | case | Gloves, Latex Surgical Gloves, non-sterile, non-powdered, size X-Large, typically 100/box, 10 boxes/case, 1,000 pair per case |               |                |               | *
| 15   | case | Gloves, Latex Surgical Gloves, non-sterile, non-powdered, size Medium, typically 100/box, 10 boxes/case, 1,000 pair per case |               |                |               | *
| 10   | case | ULTRAair2 urinal deodorizing screens 10 per case | Cucumber Melon Scent |                |               | *
| 6    | case | ULTRAair room freshener refills | fits TC, TimeMist, Hospeco, Kimberly Clark and Vectair dispensers / cucumber melon scent |                |               | *
| 12   | case | ULTRAair fragrance Cabinet (no batteries required holder) | Cucumber Melon Scent |                |               | *
| 15   | each | Brooms |               |                |               | *
<table>
<thead>
<tr>
<th>QTY.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>each</td>
<td>Body Fluid Kits</td>
</tr>
<tr>
<td>30</td>
<td>case</td>
<td>Ceiling tile 302A Tundra</td>
</tr>
<tr>
<td>1</td>
<td>each</td>
<td>Uline H-114BR 4x6 Brown Carpet Mat 3/8&quot; Thick</td>
</tr>
<tr>
<td>1</td>
<td>dozen</td>
<td>Jersey Gloves w/ Fleece Brn, Red-Lined, Large</td>
</tr>
<tr>
<td>20</td>
<td>each</td>
<td>Rubbermaid / 55 Gallon round plastic garbage can / Grey</td>
</tr>
<tr>
<td>20</td>
<td>each</td>
<td>Rubbermaid / Slim Jim Trash Can / Plastic / Grey / 23 Gallon / 20&quot; x 11&quot; x 30&quot;</td>
</tr>
<tr>
<td>20</td>
<td>each</td>
<td>Rubbermaid / Slim Jim Trash Can / Plastic / Blue / 23 Gallon / 20&quot; x 11&quot; x 30&quot;</td>
</tr>
</tbody>
</table>

**Company Name:** ____________________________
<table>
<thead>
<tr>
<th>QTY.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>900</td>
<td>**</td>
<td>Plastic Bags, 38 x 60&quot; 1.5 mil, clear, typically 100/case, 3 orders = 300 cs, ea.</td>
</tr>
<tr>
<td>60</td>
<td>case</td>
<td>Plastic Bags, 24 x 33&quot; 6 micron, clear, typically 1000/case, 50 bags/roll x 20 rolls.</td>
</tr>
<tr>
<td>5</td>
<td>case</td>
<td>Plastic Bags, 24 x 24&quot; 6 micron, clear, typically 1000/case, 50 bags/roll x 20 rolls. 1 order = 5cs</td>
</tr>
<tr>
<td>10</td>
<td>case</td>
<td>XXX Heavy Duty Garbage Bags, 22x14x58 3.5-4 mil, 50/case</td>
</tr>
<tr>
<td>50</td>
<td>each</td>
<td>10 gallon Office plastic garbage can / Black / 15' X 11&quot; X 20&quot;</td>
</tr>
<tr>
<td>50</td>
<td>each</td>
<td>7 gallon Office plastic garbage can / black / 15&quot; X 11&quot; X 15&quot;</td>
</tr>
<tr>
<td>30</td>
<td>each</td>
<td>3 gallon Office plastic garbage can / black / 11&quot; X 8&quot; X 12&quot;</td>
</tr>
</tbody>
</table>

Company Name: __________________________
<table>
<thead>
<tr>
<th>QTY.</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>MODEL, MUST MATCH UNIT</th>
<th>EXTENDED COST</th>
<th>MUST SUBMIT MFR and MODEL NO., DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>340</td>
<td>** case</td>
<td><strong>Tissues, 2 ply, white, 9.5 x 5”, 100/box, 30 boxes/case, 2 orders = 170 cs ea.</strong></td>
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<tr>
<td>800</td>
<td>** case</td>
<td><strong>Paper Towels, roll type, natural, embossed, nom. 8” x 800’, typically 6/case, 30 cases/pallet, 4 orders = 200 cs ea.</strong></td>
<td>Nittany Paper Mills NP-6800EN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>400</td>
<td>** case</td>
<td><strong>Toilet Paper, 2-ply, white, 4.2 x 3.3”, 500 sheets/roll, typically 96 rolls/case, 25 cases/pallet, 2 orders = 200 cs ea.</strong></td>
<td>Nittany Paper Mills NP-9650033</td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>case</td>
<td>500 per case/ Bag Sani Waste Kraft 7.5</td>
<td>Feminine Hygiene Waste Bag</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAPER PRODUCTS**

SAMPLE MUST BE SUBMITTED. All bids without a sample at the time of bid opening will be rejected.
SPECIAL NOTATION

ALL LEGALLY REQUIRED DOCUMENTATION MUST BE FILLED OUT IN ITS ENTIRETY (INCLUDING SEALS)

FAILURE TO DO SO MAY RESULT IN THE REJECTION OF YOUR BID SUBMISSION
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):
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 ____________________________, 2 _________.

(Notary Public)

My Commission expires:

(Affiant)

(Print name of affiant and title if applicable)

(Corporate Seal if a Corporation)
NON-COLLUSION AFFIDAVIT

State of New Jersey
County of ________________________________ ss:

I, ____________________________, residing in ____________________________,

in the County of ____________________________ and State of ____________________________ of full age, being duly sworn according to law on my oath depose and say that:

I am ____________________________ of the firm of ____________________________

______________________________ the bidder making this Proposal for the bid entitled ____________________________, 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, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the ____________________________ 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 ____________________________

Subscribed and sworn to

before me this day.

______________________________ 2

____________________________________

Signature

(Type or print name of affiant under signature)

Notary public of

My Commission expires __________________

(Seal)
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 compliant 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(a): “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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<tbody>
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</table>

☐ Check here if the information is continued on subsequent page(s)
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM


Page ___ of ___

Vendor Name:

<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)
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>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Amona</td>
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<tr>
<td>2.</td>
<td>Bank Markazi Iran (Central Bank of Iran)</td>
</tr>
<tr>
<td>3.</td>
<td>Bank Mellat</td>
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<tr>
<td>4.</td>
<td>Bank Mellli Iran</td>
</tr>
<tr>
<td>5.</td>
<td>Bank Saderat PLC</td>
</tr>
<tr>
<td>6.</td>
<td>Bank Sepah</td>
</tr>
<tr>
<td>7.</td>
<td>Bank Tejarat</td>
</tr>
<tr>
<td>8.</td>
<td>Belarus</td>
</tr>
<tr>
<td>9.</td>
<td>Belneftekhim (Belorusneft)</td>
</tr>
<tr>
<td>11.</td>
<td>China National Offshore Oil Corporation (CNOOC)</td>
</tr>
<tr>
<td>12.</td>
<td>China National Petroleum Corporation (CNPC)</td>
</tr>
<tr>
<td>13.</td>
<td>China National United Oil Corporation (ChinaOil)</td>
</tr>
<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>
</tr>
<tr>
<td>16.</td>
<td>Grimley Smith Associates</td>
</tr>
<tr>
<td>17.</td>
<td>Indian Oil Corporation</td>
</tr>
<tr>
<td>18.</td>
<td>Kingsream PLC</td>
</tr>
<tr>
<td>19.</td>
<td>Naitiran Intertrade Company (NICO)</td>
</tr>
<tr>
<td>20.</td>
<td>National Iranian Tanker Company (NITC)</td>
</tr>
<tr>
<td>21.</td>
<td>Oil and Natural Gas Corporation (ONGC)</td>
</tr>
<tr>
<td>22.</td>
<td>Oil India Limited</td>
</tr>
<tr>
<td>23.</td>
<td>Persia International Bank</td>
</tr>
<tr>
<td>24.</td>
<td>Petroleos de Venezuela (PDVSA Petróleo, SA)</td>
</tr>
<tr>
<td>25.</td>
<td>PetroChina Company, Ltd.</td>
</tr>
<tr>
<td>26.</td>
<td>Sameh Afzar Tajak Co. (SATCO)</td>
</tr>
<tr>
<td>27.</td>
<td>Shandong Fin Cnc Machine Company, Ltd.</td>
</tr>
<tr>
<td>28.</td>
<td>Sinohydro Co., Ltd.</td>
</tr>
<tr>
<td>29.</td>
<td>SKS Ventures</td>
</tr>
<tr>
<td>30.</td>
<td>Sorn Petrol AS</td>
</tr>
<tr>
<td>31.</td>
<td>Zhuhai Zhenrong Company</td>
</tr>
</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](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf). Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

- [ ] I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

- [ ] OR

  I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Bidder/Offeror</th>
</tr>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Description of Activities</th>
</tr>
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<tr>
<th>Duration of Engagement</th>
<th>Anticipated Cessation Date</th>
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</table>

<table>
<thead>
<tr>
<th>Bidder/Offeror Contact Name</th>
<th>Contact Phone Number</th>
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<td></td>
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</table>

**ADD AN ADDITIONAL ACTIVITIES ENTRY**

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

Full Name (Print): ____________________________ Signature: ____________________________

Do Not Enter PIN as a Signature

Title: ____________________________ Date: ____________________________
Request for Taxpayer Identification Number and Certification

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

Give Form to the requester. Do not send to the IRS.

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=C corporation, S=S corporation, P=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

Requester's name and address (optional)

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.

<table>
<thead>
<tr>
<th>Social security number</th>
<th>— — — —</th>
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</thead>
</table>

Or

<table>
<thead>
<tr>
<th>Employer identification number</th>
<th>— — — —</th>
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</table>

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.

<table>
<thead>
<tr>
<th>Signature of U.S. person</th>
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<tbody>
<tr>
<td>Date</td>
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</table>

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-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),
2. Certify that you are not subject to backup withholding, or
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 form 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 U.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, you do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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, 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 he or she stays in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1994) 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 8233.

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 1989 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 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 granter 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 circle, 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/1040EZ 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 required 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 business, 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(b)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never 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 is treated as a disregarded entity for U.S. federal tax purposes, the 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 2, "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.

IF the entity/person on line 1 is THEN check the box for...
- Corporation Corporation
- Individual Individual/sole proprietor or single-member LLC
- Sole proprietorship, or LLC treated as a partnership for U.S. federal tax purposes,
- Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.
- LLC that has filed Form 8832 or 2672 to be taxed as a corporation, or 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.
- Partnership Partnership
- Trust/estate Trust/estate

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(c), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(k)(3)
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 - A middleman known 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. S 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>Exempt payees 1 through 4</td>
</tr>
<tr>
<td>Payments over $600 required to be reported and direct sales over $5,000</td>
<td>Generally, exempt payees 1 through 5</td>
</tr>
<tr>
<td>Payments made in settlement of payment card or third party network transactions</td>
<td>Exempt payees 1 through 4</td>
</tr>
</tbody>
</table>

1 See Form 1099-MISC, Miscellaneous Income, and its instructions.

2 However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37) (Exempt payees 1 through 4)

B—The United States or any of its agencies or instrumentalities (Exempt payees 1 through 4)

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities (Exempt payees 1 through 4)

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state (Exempt payees 1 through 4)

G—A real estate investment trust (Exempt payees 1 through 4)

H—A regulated investment company as defined in section 651 or an entity registered at all times during the tax year under the Investment Company Act of 1940 (Exempt payees 1 through 4)

I—A common trust fund as defined in section 584(a) (Exempt payees 1 through 4)

J—A bank as defined in section 581 (Exempt payees 1 through 4)

K—A broker (Exempt payees 1 through 4)

L—A trust exempt from tax under section 664 or described in section 4947(a)(1) (Exempt payees 1 through 4)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

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 requester 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 payor 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 EIN. 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. 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/Busineses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.IRS.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to 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 tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding or 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. person, 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 debt, 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

For this type of account: Give name and SSN of:

<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 account¹</td>
</tr>
<tr>
<td>4. Custodial account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor²</td>
</tr>
<tr>
<td>5. a. The usual revocable savings trust (grantor is also trustee)</td>
<td>The grantor-trustee¹</td>
</tr>
<tr>
<td>6. Sole proprietorship or disregarded entity owned by an individual</td>
<td>The actual owner¹</td>
</tr>
<tr>
<td>7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)) (A)</td>
<td>The owner³</td>
</tr>
<tr>
<td>8. Disregarded entity not owned by an individual</td>
<td>The grantor¹</td>
</tr>
<tr>
<td>9. A valid trust, estate, or pension trust</td>
<td>The owner</td>
</tr>
<tr>
<td>10. Corporation or LLC electing corporate status on Form 8822 or Form 2553</td>
<td>Legal entity⁴</td>
</tr>
<tr>
<td>11. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
<td>The corporation</td>
</tr>
<tr>
<td>12. Partnership or multi-member LLC</td>
<td>The organization</td>
</tr>
<tr>
<td>13. A broker or registered nominee</td>
<td>The partnership</td>
</tr>
<tr>
<td>14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments</td>
<td>The public entity</td>
</tr>
<tr>
<td>15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i))</td>
<td>The trust</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 not 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 1-877-777-4778 or TTY/TTDD 1-800-829-4059.

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 governments 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 3408, payees 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.
EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)
N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
EXHIBIT A (Cont.)

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

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

The contractor shall submit to the public agency, after notification of award but prior to execution of goods and services contract, one of the following three documents:

   - Letter of Federal Affirmative Action Plan;
   - Certificate of Employee Information Report; or
   - Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division’s website at: http://www.state.nj.us/treasury/contract_compliance/).

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

(Revised: January, 2016)

Reviewed By: ___________________________ Title: ___________________________

Company: _______________________________ Date: ___________________________

Signature: ______________________________
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 thereto, 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.
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.