SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS
P.O. Box 181
Monmouth Junction, NJ 08852

Phone: (732) 297-7800
FAX (732) 422-8054

Request for Proposal
RFP 19-02
ATHLETIC FIELD CONSULTATION AND IMPROVEMENTS

The South Brunswick Township Board of Education is issuing a Request for Proposals for providers for athletic field consultation and improvements.

Request for Proposal Packages with the mandatory requirements for the proposals may be requested by email to David.Pawlowski@sbschools.org. All RFP packages will be sent out via email. You may also obtain Specification and 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.

Completed proposals must be delivered to the Business Office at 231 Blackhorse Lane, North Brunswick, NJ 08902 by 11:00 AM on Tuesday, June 4, 2019.

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

There will be an onsite tour of the facilities on Monday, May 13, 2019 at 9:15 am beginning at South Brunswick High School, 750 Ridge Road, Monmouth Junction, NJ, 08852. Attendance is STRONGLY SUGGESTED. Parties interested in attending the tour must contact the Business Office at 732-297-7800 x3149 prior to 3:00 pm on Friday, May 10, 2019.

The Board of Education reserves the right to reject any or all Proposals. Any proposal submitted will be binding for 60 days subsequent to the date of the RFP opening. Respondents 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
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SOUTH BRUNSWICK BOARD OF EDUCATION
PO BOX 181
MONMOUTH JUNCTION, NJ 08852

RFP 19-02

SPECIFICATIONS/PROPOSAL

FOR BASEBALL FIELD IMPROVEMENTS

2019-2020

BASEBALL FIELD IMPROVEMENTS
REQUEST FOR PROPOSALS

Provide consultation and improvements to baseball fields.

The South Brunswick Board of Education is requesting proposals for the consultation and improvements to baseball fields. Proposals are due in the Business Office, 231 Blackhorse Lane, North Brunswick, NJ 08902 no later than 11:00 am on Tuesday, June 4, 2019 at which time and place all proposals will be publicly opened.

All proposals must be either hand delivered or sent via UPS, FedEx, etc. Proposals will not be accepted via the United States Postal Service as we cannot guarantee the receipt of those packages. Proposals WILL NOT be accepted via email.

Please address any questions concerning this request in writing to:

David Pawlowski
School Business Administrator
231 Blackhorse Lane
North Brunswick, NJ 08902

FAX: 732-422-8054
Email: David.Pawlowski@sbschools.org

For all questions sent via facsimile, please call 732-297-7800 x3140 to confirm receipt.
SOUTH BRUNSWICK BOARD OF EDUCATION  
Athletic Field Consultation and Improvements  

GENERAL SPECIFICATIONS  

Purpose:  

The South Brunswick Board of Education is seeking Request for Proposals for providers for athletic field consultation and improvements for the 2019-2020 school year. This specification covers the requirements for athletic field improvements to be performed at the following fields at the following locations:  

South Brunswick High School, 750 Ridge Road, Monmouth Junction, NJ 08852  
- Varsity Baseball Field  
- Junior Varsity Baseball Field  
- Varsity Softball Field  
- Junior Varsity Softball Field  

Crossroads South Middle School, 195 Major Road, Monmouth Junction, NJ 08852  
- Softball Field  
- Baseball Field  

The South Brunswick Board of Education is not required to ask for or provide a minimum quantity of services under this contract. Contractor must be able to meet NJSIAA Standards.  

Timeline:  

Pre-Bid Meeting Date: May 13, 2019  
Project Start Date: July 1, 2019  
Project Completion Date: August 16, 2019  

Submission of Proposals:  

One (1) original and two (2) copies each of RFP: 19-02 Athletic Field Consultation and Improvements are due to the office of David Pawlowski, School Business Administrator, South Brunswick Board of Education, 231 Blackhorse Lane, North Brunswick, NJ 08902 no later than 11:00 am on Tuesday, June 4, 2019.  

The proposal must be concise and clear. Elaborate brochures or other presentations are not desired.  

The vendor acknowledges that he/she has read this Request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals must be submitted prior to the time and date specified, and either hand delivered or delivered by UPS, FedEx, etc. The South Brunswick Board of Education does not accept proposals delivered by the United States Postal Service as we cannot guarantee receipt of them, nor do we accept them via email or facsimile. All proposals are to be delivered in a sealed envelope/package. Any unsealed proposals will be rejected.
The South Brunswick Board of Education reserves the right to reject any or all proposals in whole.

Any departures from the specifications must be clearly noted. Any conditions or terms must be written and included in with the RFP.

**Late Proposals:**

Proposals received in the office of the South Brunswick Board of Education after the date and time prescribed shall not be opened and will be returned unopened to the vendor.

**Period of Proposal Validity:**

All proposals shall remain firm for a period of sixty (60) days after the date specified for the receipt of proposal.

**Basis of Award:**

The School Business Administrator will review and evaluate all proposals submitted in response to the Request for Proposal.

All vendors are required to provide sufficient information for their proposals for evaluation. The School Business Administrator shall conduct a preliminary evaluation of all proposals based on the information provided with the proposal, years of experience, experience with like size districts, on their past performance, understanding of the work to be performed and cost.

The School Business Administrator may arrange for interview with vendors submitting proposals, if required, for the purpose of obtaining additional clarification. Should proposals submitted require additional clarification and/or supplementary information, vendors should be prepared to submit same in a timely manner.

Proposals, which, after discussion and submission of additional clarification and/or supplementary information, are determined to meet the specifications, will be classified as “acceptable”. Proposals found not to meet the specifications will be classified as “unacceptable” and no further discussion concerning the same will be conducted.

Based upon this evaluation and review, the School Business Administrator shall recommend a proposed contract with the highest “qualified” company classified as “acceptable”.

Each submission shall be evaluated in accordance with the criteria set forth below:

- Project Cost
- Services to be provided
- Experience with Similar Projects
- Experience with Like Size Districts
- References
- Results of Past Projects
The Board reserves the right to award without any interviews. However, notwithstanding the foregoing, nothing contained within this Request for Proposal shall restrict the Board's ability to award.

**Experience/References/Resumes:**

1. Company should have a minimum of (3) years’ experience with both districts and projects of like size.
2. Company should submit (3) references of like size districts.
3. Resumes are required. (Include any certifications/licenses.)

**Insurance Coverage:**

The Contractor shall provide general liability insurance in the amount of not less than $1,000,000.00. Bidders will be required to provide with the Request for Proposal, evidence of their ability to obtain the required insurance coverage. A certificate of insurance shall state that the contracting Board of Education is an additional insured party of the policy, ten, (10), days prior to the date of termination of the coverage specified.

The South Brunswick Board of Education shall be notified by the insured whenever any policy is cancelled. Notifications shall be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.

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

**Breach of Contract/Penalties:**

In the event the bidder fails to provide the services in accordance with these specifications and requirements thereof, the bidder will be considered in Breach of Contract and may be subject to payment withholding and any other penalties the District may deem appropriate. If the bidder consistently fails to perform satisfactorily, or otherwise fails to comply with the terms of the contract, the School District may cancel the contract and procure services elsewhere.
REQUIREMENTS

South Brunswick High School Varsity Baseball Field  
750 Ridge Road, Monmouth Junction, NJ 08852

The following scope details work required to improve the overall playability of the infield and make it easier to maintain.

1. Survey the entire infield to determine existing and proposed grades of the skin surface.
2. Re-edge all grass borders along the base paths, infield perimeter, home plate circle and pitching circle to redefine, plus remove as much of the elevated lip and weeds as possible.
3. Laser grade the entire infield skin surface utilizing a laser level and the ABI Force to cut high areas and fill low areas.
4. Adjust or install new base anchors, if necessary.
5. Remove or re-distribute any existing infield mix to meet proposed new grades.
6. Apply 25 Tons of DuraEdge Infield Amendment evenly across the infield and re-grade.
7. Re-grade.
8. Apply 25-Tons of DuraEdge ‘Classic’ Infield Mix evenly across the infield and re-grade.
9. Apply 3 Tons of ProSlide Red Conditioner and groom.

Note: All irrigation repairs or adjustments to be completed by the school’s grounds staff or irrigation contractor.

Home Plate

Construction of the batter’s boxes, catcher’s box and umpires’ box must be completed with the infield renovation work. The elevation of Home Plate will dictate all other grades. The following scope of work is required to properly build this feature.

1. Layout location and height of home plate.
2. Install a new 3” All Rubber Home Plate.
3. Layout the elevation and dimension of the boxes to be constructed.
4. Excavate to a depth of no more than 2”, removing all excavated materials.
5. Grade and compact the bottom of excavated boxes.
6. Install 5 Beacon Porous Rubber Batter’s and Catcher’s Box Mats (Supplied by South Brunswick SD)
7. Cover the area with a light coating of DuraEdge infield mix and top-dress with DuraEdge Pro Red Conditioner.
8. Cover Home Plate area with a 26’ round Poly tarp. Keep the home plate circle covered whenever the field is not being used.
Pitcher’s Mound

The following scope of work is required for the Pitcher’s Mound. This work must be performed with the infield renovation.

1. Check alignment, height and distance of the pitching rubber and mound.
2. Replace the pitching rubber at the correct alignment, height and distance.
3. Layout the elevation and dimension of the plateau (3’ x 5’) and landing area (1”/12”).
4. Excavate to a depth of no more than 2”, removing all excavated materials.
5. Grade and compact the bottom of the excavated boxes.
6. Install 2 Beacon Porous Rubber Mats in landing area (Supplied by South Brunswick SD)
7. Supply and install DuraPitch Mound Clay to construct the table/plateau around the pitching rubber.
8. Finish the shape of the mound (20’ circle) with DuraEdge infield mix and top-dress with DuraEdge Pro Red Conditioner.
9. Cover the Pitcher’s Mound circle with a 20’ round Poly tarp. Keep the pitcher’s mound covered whenever the field is not being used.
South Brunswick High School Junior Varsity Baseball Field
750 Ridge Road, Monmouth Junction, NJ 08852

The following scope details work required to improve the overall playability of the infield and make it easier to maintain. Also included is converting the base paths back to infield mix.

1. Survey the entire infield to determine existing and proposed grades of the skin surface.
2. Lay out and mark proposed base paths at 31/2 feet wide. With a sod cutter remove all grass and soil to a depth of no less than 3 inches within the new base paths.
3. Re-edge all grass borders along the infield perimeter, home plate circle and pitching circle to redefine, plus remove as much of the elevated lip and weeds as possible.
4. Laser grade the entire infield skin surface utilizing a laser level and the ABI Force to cut high areas and fill low areas.
5. Adjust or install new base anchors, if necessary.
6. Remove or re-distribute any existing infield mix to meet proposed new grades.
7. Apply 25 Tons of DuraEdge Infield Amendment evenly across the infield and till or scarify into the top 2-3 inches.
8. Re-grade
9. Apply 25 Tons of DuraEdge ‘Classic’ Infield Mix evenly across the infield and re-grade.
10. Apply 3 Tons of ProSlide Red Conditioner and groom.

Note: All irrigation repairs or adjustments to be completed by the school’s grounds staff or irrigation contractor.

Home Plate

Construction of the batter’s boxes, catcher’s box and umpires’ box must be completed with the infield renovation work. The elevation of Home Plate will dictate all other grades. The following scope of work is required to properly build this feature.

1. Layout location and height of home plate.
2. Install a new 3” All Rubber Home Plate.
3. Layout the elevation and dimension of the boxes to be constructed.
4. Excavate to a depth of no more than 3”, removing all excavated materials.
5. Grade and compact the bottom of excavated boxes.
6. Install 5 Beacon Porous Rubber Batter’s and Catcher’s Box Mats (Supplied by South Brunswick SD)
7. Cover the area with a light coating of DuraEdge infield mix and top-dress with DuraEdge Pro Red Conditioner.
8. Cover Home Plate area with a 26’ round Poly tarp. Keep the home plate circle covered whenever the field is not being used.
Pitcher’s Mound

The following scope of work is recommended for the Pitcher’s Mound. This work must be performed with the infield renovation.

1. Check alignment, height and distance of the pitching rubber and mound.
2. Replace the pitching rubber at the correct alignment, height and distance.
3. Layout the elevation and dimension of the plateau (3’x5’) and landing area (1”/12”).
4. Excavate to a depth of no more than 3”, removing all excavated materials.
5. Grade and compact the bottom of the excavated boxes.
6. Install 2 Beacon Porous Rubber Mats in landing area (Supplied by South Brunswick SD)
7. Supply and install DuraPitch Mound Clay to construct the table/plateau around the pitching rubber.
8. Finish the shape of the mound (20’ circle) with DuraEdge infield mix and top-dress with DuraEdge Pro Red Conditioner.
9. Cover the Pitcher’s Mound circle with a 20’ round Poly tarp. Keep the pitcher’s mound covered whenever the field is not being used.
South Brunswick High School Varsity Softball Field  
750 Ridge Road, Monmouth Junction, NJ 08852

The following scope of work detailed for each infield will provide more of a permanent solution to the field issues.

1. Survey the infield skin surface, grass edges and fence lines to determine existing and proposed grades.
2. Layout, measure, and mark proposed new grass edges along the base lines and infield perimeter.
3. Check the elevation, location, and distance of home plate, pitching rubber and the bases. Re-adjust if necessary.
4. With a sod cutter and/or power edger re-define all grass edges along the base lines and infield perimeter to remove as much of the elevated lips as possible (All debris to be left or disposed of on-site)
5. Remove all built-up soil, weeds, and infield mix at the base of the backstop.
6. Grade the areas where the turf has been removed to meet proposed grades.
7. Cut the existing skinned infield surface down to meet the new grades, remove all excess infield mix and stockpile at a designated location on site or use to fill the areas where the grass was removed.
8. Grade the existing infield skin surface with the ABI Force infielo grader/groomer to cut high areas and fill low areas. All weeds growing within the infield are to be removed.
10. Install 5 Beacon Porous Rubber Batter’s and Catcher’s Box Mats (Supplied by South Brunswick SD)
11. Install 2 Beacon Porous Rubber Mats in landing area (Supplied by South Brunswick SD)
12. Supply and install 25 Tons of DuraEdge Infield Amendment and till or scarify into the top 2-3 inches of existing infield mix and re-grade.
13. Supply and install 25 Tons of DuraEdge ‘Classic’ infield mix and grade with the ABI Force.
14. Apply 2 Tons of ProSlide Conditioner.
15. Cover Home Plate and the Pitching Area with 20’ round tarps. Keep these areas covered whenever the field is not being used.
South Brunswick High School Junior Varsity Softball Field
750 Ridge Road, Monmouth Junction, NJ 08852

The following scope of work detailed for each infield will provide more of a permanent solution to the field issues.

1. Survey the infield skin surface, grass edges and fence lines to determine existing and proposed grades.
2. Layout, measure, and mark proposed new grass edges along the base lines and infield perimeter.
3. Check the elevation, location, and distance of home plate, pitching rubber and the bases. Re-adjust if necessary.
4. With a sod cutter and/or power edger re-define all grass edges along the base lines and infield perimeter to remove as much of the elevated lips as possible (All debris to be left or disposed of on-site)
5. Remove all built-up soil, weeds, and infield mix at the base of the backstop.
6. Grade the areas where the turf has been removed to meet proposed grades.
7. Cut the existing skinned infield surface down to meet the new grades, remove all excess infield mix and stockpile at a designated location on site or use to fill the areas where the grass was removed.
8. Grade the existing infield skin surface with the ABI Force infield grader/groomer to cut high areas and fill low areas. All weeds growing within the infield are to be removed.
10. Install 5 Beacon Porous Rubber Batter’s and Catcher’s Box Mats (Supplied by South Brunswick SD)
11. Install 2 Beacon Porous Rubber Mats in landing area (Supplied by South Brunswick SD)
12. Supply and install 25 Tons of DuraEdge Infield Amendment and till or scarify into the top 2-3 inches of existing infield mix and re-grade.
13. Supply and install 25 Tons of DuraEdge ‘Classic’ infield mix and grade with the ABI Force.
14. Apply 2 Tons of ProSlide Conditioner.
15. Cover Home Plate and the Pitching Area with 20’ round tarps. Keep these areas covered whenever the field is not being used.
Crossroads South Middle School Softball Field  
195 Major Road, Monmouth Junction, NJ 08852

The following scope of work is intended to permanently fix the grade issues, and amend the infield mix to reinforce the pitching area/home plate area.

1. Survey the infield skin surface, outfield turf to a distance approximately 40’ from the infield radius, grass edges along the base paths and fence lines to determine existing and proposed grades.
2. Layout, measure, and mark proposed new grass edges along the base lines and infield perimeter.
3. Check the elevation, location, and distance of home plate, pitching rubber and the bases. Re-adjust if necessary.
4. With a sod cutter remove all grass along the base paths and infield perimeter to the proposed limit of disturbance. (All debris to be left or disposed of on-site)
5. Cut the grades from the infield radius to the proposed limit of disturbance to create a smooth transition. (All excess soil to be left or disposed of on-site)
6. Fine grade and prepare for sod installation.
7. Supply and install approximately 6,000 Square Feet of ‘Big Roll’ Kentucky Bluegrass Sod in the outfield at the new grades.
8. Remove all built-up soil, weeds, and infield mix at the base of the backstop.
9. Cut the existing skinned infield surface down to meet the new grades, remove all excess infield mix and stockpile at a designated location on site or use to fill the areas where the grass was removed.
10. Grade the existing infield skin surface with the ABI Force infield grader/groomer to cut high areas and fill low areas. All weeds growing within the infield are to be removed.
11. Install a new 4 Way pitching rubber and home plate.
12. Install 5 Beacon Porous Rubber Batter’s and Catcher’s Box Mats (Supplied by South Brunswick SD)
13. Install 2 Beacon Porous Rubber Mats in landing area (Supplied by South Brunswick SD)
14. Supply and install 25 Tons of DuraEdge Infield Amendment and till or scarify into the top 2-3 inches of existing infield mix and re-grade.
15. Supply and install 25 Tons of DuraEdge ‘Classic’ infield mix and grade with the ABI Force.
16. Apply 2 Tons of ProSlide Conditioner.
17. Cover Home Plate and the Pitching Area with 20’ round tarps. Keep these areas covered whenever the field is not being used.
Crossroads South Middle School Baseball Field
195 Major Road, Monmouth Junction, NJ 08852

The following scope details work required to improve the overall playability of the infield and make it easier to maintain.

1. Survey the entire infield to determine existing and proposed grades of the skin surface.
2. Re-edge all grass borders along the base paths, infield perimeter, home plate circle and pitching circle to redefine, and remove as much of the elevated lip and weeds as possible.
3. Laser grade the entire infield skin surface utilizing a laser level and the ABI Force to cut high areas and fill low areas.
4. Adjust or install new base anchors, as needed.
5. Remove or re-distribute any existing infield mix to meet proposed new grades.
6. Apply 25 Tons of DuraEdge Infield Amendment evenly across the infield and till or scarify into the top 2-3 inches.
7. Re-grade
8. Apply 25 Tons of DuraEdge ‘Classic’ Infield Mix evenly across the infield and re-grade.
9. Apply 3 Tons of ProSlide Red Conditioner and groom.

Note: All irrigation repairs or adjustments to be completed by the school’s grounds staff or irrigation contractor.

Home Plate

Construction of the batter’s boxes, catcher’s box and umpires’ box must be completed with the infield renovation work. The elevation of Home Plate will dictate all other grades. The following scope of work is required to properly build this feature.

1. Layout location and height of home plate.
2. Install a new 3” All Rubber Home Plate.
3. Layout the elevation and dimension of the boxes to be constructed.
4. Excavate to a depth of no more than 3”, removing all excavated materials.
5. Grade and compact the bottom of excavated boxes.
6. Install 5 Beacon Athletic Porous Rubber Batter’s and Catcher’s Box Mats (Supplied by South Brunswick SD)
7. Cover the area with a light coating of DuraEdge infield mix and top-dress with DuraEdge Pro Red Conditioner.
8. Cover Home Plate area with a 26’ round Poly tarp. Keep the home plate circle covered whenever the field is not being used.
Pitcher’s Mound

The following scope of work is recommended for the Pitcher’s Mound. This work must be performed with the infield renovation.

1. Check alignment, height and distance of the pitching rubber and mound.
2. Replace the pitching rubber at the correct alignment, height and distance.
3. Layout the elevation and dimension of the plateau (3’x5’) and landing area (1”/12”).
4. Excavate to a depth of no more than 3”, removing all excavated materials.
5. Grade and compact the bottom of the excavated boxes.
6. Install 2 Beacon Porous Rubber Mats in landing area (Supplied by South Brunswick SD)
7. Supply and install DuraPitch Mound Clay to construct the table/plateau around the pitching rubber.
8. Finish the shape of the mound (20’ circle) with DuraEdge infield mix and top-dress with DuraEdge Pro Red Conditioner.
9. Cover the Pitcher’s Mound circle with a 20’ round Poly tarp. Keep the pitcher’s mound covered whenever the field is not being used.
SOUTH BRUNSWICK BOARD OF EDUCATION
PO Box 181
Monmouth Junction, NJ 08852
(732)-297-7800    FAX: (732)422-8054

Athletic Field Consultation and Improvements

RFP 19-02

DUE: TUESDAY, JUNE 4, 2019
11:00 AM

PROPOSAL FEE SHEET

Award may be made by item or group based on the greatest overall benefit to the district.

I hereby submit the following Request for Proposal for the Athletic Field Consultation and Improvements for the 2019-2020 school year in accordance with your advertisement and specifications:

TOTAL COST FOR VARSITY BASEBALL FIELD

$______________________

TOTAL COST FOR JUNIOR VARSITY BASEBALL FIELD

$______________________

TOTAL COST FOR VARSITY SOFTBALL FIELD

$______________________

TOTAL COST FOR JUNIOR VARSITY SOFTBALL FIELD

$______________________

TOTAL COST FOR CROSSROADS SOUTH MIDDLE SCHOOL SOFTBALL FIELD

$______________________

TOTAL COST FOR CROSSROADS SOUTH MIDDLE SCHOOL BASEBALL FIELD

$______________________
TOTAL COST FOR ALL PROJECTS

$______________________


Signature: ______________________  Address: ______________________

Print Name: ______________________

Title: ______________________  Telephone: ______________________

Company: ______________________  Fax: ______________________

Date: ______________________  Email: ______________________

Federal Tax ID: ______________________
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)
FORM OF NON-COLLUSION AFFIDAVIT
(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF  

I, __________________________________________

of __________________________________________

(city, town, borough)

of __________________________________________

in the County of __________________________________________

State of __________________________________________, of full age, being duly sworn according to law on

my oath depose and say that:

I am __________________________________________ of the firm/agency of __________________________________________, the bidder making

the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority
to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any

collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in

restraint of free, competitive bidding in connection with the above bid and that all statements contained

in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New

Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained

in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract

upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona

fide employees or bona fide established commercial or selling agencies maintained by

__________________________________________________________

Company/Agency Name (Print or Type)

__________________________________________________________

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

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

Bid Number ______________________

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

__________________________________________________________

Notary Public of New Jersey
(Seal)

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

Name of Contractor/Bidder ________________________________

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

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

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

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

5. Check one of the following:

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

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

Signature ___________________________ Date: ___________________________
Print Name: ___________________________ Title: ___________________________
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

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

Pursuant to N.J.A.C. 6A:23A-6.3, business entities (contractors) receiving contracts from boards of education are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county
  - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed $300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

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

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

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

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

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

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

* N.J.S.A. 19:44A-3(s): “The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”
C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

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

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

Part I – Vendor Information

Vendor Name: 
Address: 
City: State: Zip: 

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

Signature Printed Name Title Date

Part II – Contribution Disclosure

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

☐ Check here if disclosure is provided in electronic form.

<table>
<thead>
<tr>
<th>Contributor Name</th>
<th>Recipient Name</th>
<th>Date</th>
<th>Dollar Amount</th>
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</tbody>
</table>

☐ Check here if the information is continued on subsequent page(s)
List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 52:34-25

County Name: Middlesex
State: Governor, and Legislative Leadership Committees
Legislative District #s: 13, 14, 17, 18, 19, 22
State Senator and two members of the General Assembly per district.

County:
  Freeholders       County Clerk       Sheriff       Surrogate

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

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

Boards of Education (Members of the Board):

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

Fire Districts (Board of Fire Commissioners):

East Brunswick Township Fire District No. 1
East Brunswick Township Fire District No. 2
East Brunswick Township Fire District No. 3
Jamesburg Borough Fire District No. 1
Monroe Township Fire District No. 1
Monroe Township Fire District No. 2
Monroe Township Fire District No. 3
Old Bridge Township Fire District No. 1
Old Bridge Township Fire District No. 2
Old Bridge Township Fire District No. 3
Old Bridge Township Fire District No. 4
Piscataway Township Fire District No. 1
Piscataway Township Fire District No. 2
Piscataway Township Fire District No. 3
Piscataway Township Fire District No. 4
Plainsboro Township Fire District No. 1

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

<p>| | |</p>
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<tbody>
<tr>
<td>1.</td>
<td>Amona</td>
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<td>2.</td>
<td>Bank Markazi Iran (Central Bank of Iran)</td>
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<td>3.</td>
<td>Bank Mellat</td>
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<td>4.</td>
<td>Bank Mellii Iran</td>
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<td>5.</td>
<td>Bank Saderat PLC</td>
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<td>6.</td>
<td>Bank Sepah</td>
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<td>7.</td>
<td>Bank Tejarat</td>
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<td>8.</td>
<td>Belaz</td>
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<td>9.</td>
<td>Belneftekhim (Belorusneft)</td>
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<td>11.</td>
<td>China National Offshore Oil Corporation (CNOOC)</td>
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<td>12.</td>
<td>China National Petroleum Corporation (CNPC)</td>
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<tr>
<td>13.</td>
<td>China National United Oil Corporation (ChinaOil)</td>
</tr>
<tr>
<td>14.</td>
<td>China Petroleum &amp; Chemical Corporation (Sinpec)</td>
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<tr>
<td>15.</td>
<td>China Precision Machinery Import-Export Corp. (CPMIEC)</td>
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<tr>
<td>16.</td>
<td>Grimley Smith Associates</td>
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<td>17.</td>
<td>Indian Oil Corporation</td>
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<td>18.</td>
<td>Kingdream PLC</td>
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<tr>
<td>19.</td>
<td>Naftiran Intertrade Company (NICO)</td>
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<td>20.</td>
<td>National Iranian Tanker Company (NITC)</td>
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<tr>
<td>21.</td>
<td>Oil and Natural Gas Corporation (ONGC)</td>
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<tr>
<td>22.</td>
<td>Oil India Limited</td>
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<tr>
<td>23.</td>
<td>Persia International Bank</td>
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<td>24.</td>
<td>Petroleos de Venezuela (PDVSA Petróleo, SA)</td>
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<tr>
<td>25.</td>
<td>PetroChina Company, Ltd.</td>
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<tr>
<td>26.</td>
<td>Sameh Afzar Tajak Co. (SATCO)</td>
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<tr>
<td>27.</td>
<td>Shandong Fin Cnc Machine Company, Ltd.</td>
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<td>28.</td>
<td>Sinohydro Co., Ltd.</td>
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<td>29.</td>
<td>SKS Ventures</td>
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<td>30.</td>
<td>Som Petrol AS</td>
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<td>31.</td>
<td>Zhuhai Zhenrong Company</td>
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</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 listed on the Department of Treasury’s Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division’s website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder’s proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

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

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN  
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Bidder/Offeror</th>
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<tr>
<th>Description of Activities</th>
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<th>Duration of Engagement</th>
<th>Anticipated Cessation Date</th>
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<tr>
<th>Bidder/Offeror Contact Name</th>
<th>Contact Phone Number</th>
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ADD AN ADDITIONAL ACTIVITIES ENTRY  

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

Full Name (Print):  
Signature:  
Title:  
Date:  

DPP Standard Forms Packet 11/2013
GUARANTEE FOR CORRECTION OF WORK AFTER FINAL PAYMENT

STATE OF NEW JERSEY

COUNTY OF

being duly sworn

his oath deposes and says:

according to law upon

(1) That he is the of

(Oficer) (Contractor)

for Bid Dated:

(Description of Project)

belonging to the South Brunswick Board of Education in the County of Middlesex, State of New Jersey (Owner) and as such has full authority to sign this Affidavit.

NOW, THEREFORE,

a. This Contractor shall remedy any defects due to faulty materials or workmanship, and pay for any damages to other work resulting there from, which shall appear within a period of one year from the date of completion and acceptance by the South Brunswick Board of Education. Where guarantee or warranties for longer terms are written in any part of the Specifications, such longer terms shall apply.

b. The date of completion and acceptance shall be interpreted as the date the Board of Education approved final payment.

c. This Contractor shall, in case work performed by his subcontractor and material suppliers, also guarantee said work and does not release this obligation.

d. Neither the foregoing nor any provisions in the Contract Documents, nor any special guaranteed time limit, shall be held to the limit of this Contractor’s liability in accordance with the law of the place of building. The Owner shall give notice of observed difficulties with reasonable promptness. All questions arising with regard to this guarantee shall be decided by the Owner.

Signature: ____________________

(SEAL)

Sworn and subscribed before me

This _____ day of _____, 20___.

(SEAL)
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: ___________________________ Date: ___________________________
AMERICAN WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The CONTRACTOR and the OWNER do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the “ACT”) (42 U.S.C. S12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereunto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the OWNER pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the Contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the OWNER in any action or administrative proceeding commenced pursuant to this Act. The Contractor shall indemnify, protect, and save harmless the OWNER, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the OWNER grievance procedure, the CONTRACTOR agrees to abide by any decision of the OWNER which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the OWNER or if the OWNER incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

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

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

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

Reviewed by: ___________________________ Date: ___________________________
Request for Taxpayer Identification Number and Certification

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

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

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

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=S 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 not 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 4):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)
   - (Applies to accounts maintained outside the U.S.)

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

6. City, state, and ZIP code

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

Part I Taxpayer Identification Number (TIN)

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

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

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person

Date

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgages 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 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, 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 on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:
1. The treaty country involved;
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 scholarships and fellowships received by Chinese students temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 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 1983 only).

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

Also see Special rules for partnerships, earlier.

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

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

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

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

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

**Specific Instructions**

**Line 1**

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

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the names of all persons owning the account whose numbers 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(c)(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 that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 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.

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

**Line 4, Exemptions**

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

**Exempt payee code.**

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

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

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(h)(2)
2. The United States or any of its agencies or instrumentalities
3. A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities
5. A corporation
6. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
7. A futures commission merchant registered with the Commodity Futures Trading Commission
8. A real estate investment trust
9. An entity registered at all times during the tax year under the Investment Company Act of 1940
10. A common trust fund operated by a bank under section 584(a)
11. A financial institution
12. 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 5^2</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)
B—The United States or any of its agencies or instrumentalities
C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
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
G—A real estate investment trust
H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
I—A common trust fund as defined in section 584(a)
J—A bank as defined in section 581
K—A broker
L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
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 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, distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

<table>
<thead>
<tr>
<th>For this type of account:</th>
<th>Give name and SSN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual</td>
<td>The individual</td>
</tr>
<tr>
<td>2. Two or more individuals (joint account) other than an account maintained by an FFI</td>
<td>The owner of the account or, if combined funds, the first individual on the account</td>
</tr>
<tr>
<td>3. Two or more U.S. persons (joint account maintained by an FFI)</td>
<td>Each holder of the account</td>
</tr>
<tr>
<td>4. Custodial account of a minor (Uniform Gift to Minors Act)</td>
<td>The minor</td>
</tr>
<tr>
<td>5. a. The usual revocable savings trust (grantor is also trustee)</td>
<td>The granter-trustee 1</td>
</tr>
<tr>
<td>6. Scele proprietorship or disregarded entity owned by an individual</td>
<td>The actual owner 1</td>
</tr>
<tr>
<td>7. Granter trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))</td>
<td>The owner 3</td>
</tr>
</tbody>
</table>

For this type of account:

<table>
<thead>
<tr>
<th>Give name and EIN of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Disregarded entity not owned by an individual</td>
</tr>
<tr>
<td>9. A valid trust, estate, or pension trust</td>
</tr>
<tr>
<td>10. Corporation or LLC electing corporate status on Form 8832 or Form 2553</td>
</tr>
<tr>
<td>11. Association, club, religious, charitable, educational, or other tax-exempt organization</td>
</tr>
<tr>
<td>12. Partnership or multi-member LLC</td>
</tr>
<tr>
<td>13. A broker or registered nominee</td>
</tr>
</tbody>
</table>

For this type of account:

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 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/TDD 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 countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3408, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.
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 Headerson 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.