

**UNION TOWNSHIP BOARD OF EDUCATION**

**ETHICS IN PURCHASING  
Statement to Vendors**

**School District Responsibility**

**Recommendations of Purchases**

It is the desire of the Union Township Board of Education to have all Board officials and employees practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase shall be based upon quality of the items, service, price, delivery and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

**Solicitation or Receipt of Gifts – Prohibited**

School district officials and employees are prohibited from soliciting and receiving finds, gifts, materials, goods, services, favors and any other items of value from vendors doing business with the Union Township School District.

**Vendor Responsibility**

**Offer of Gifts, Gratuities – Prohibited**

Any vendor doing business or proposing to do business with the Union Township Board of Education, shall neither pay, or offer to pay, directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity or other thing of value of any kind to any official or employee of the Union Township Board of Education or to any member of the official's or employee's immediate family.

**Vendor Influence – Prohibited**

No Vendor shall cause to influence or attempt to cause to influence, any official or employee of the Union Township Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

### **Vendor Certification**

Vendors or potential vendors will be asked to certify that no official or employee of the Union Township Board of Education or immediate family member are directly or indirectly interested in this request or have any interest in any portion of profits thereof. The vendor participating in this request must be an independent vendor and not an official of the Union Township Board of Education.

---

Edward D. Kent  
Interim School Business Administrator/Board Secretary

**UNION TOWNSHIP BOARD OF EDUCATION**  
**165 PERRYVILLE ROAD**  
**HAMPTON, NEW JERSEY 08827**

**REQUEST FOR PROPOSAL**

**ENGINEER OF RECORD**

**RFP 18-02**

**A. PURPOSE**

The union Township Board of Education is seeking proposals from qualified respondents as follows:

**District Engineer of Record**

**B. SCOPE OF SERVICE**

The Union Township Board of Education is a Pre-K – 8 district located in Hunterdon County. The District has one elementary school and one middle school with an enrollment of approximately 438 students. Further information may be obtained by visiting the school district website at [www.uniontwpschool.org](http://www.uniontwpschool.org). The Union Township Board of Education (Board) is requesting submission of qualifications to provide services as the District Engineer of Record.

**C. QUALIFICATIONS OF RESPONDENTS**

The qualifications package for professional services should include the following:

1. Information regarding your firm including ownership, list of major educational clients, and other pertinent information defining your firm.
2. A list of five (5) educational references.
3. Hourly fee structure.
4. Any other information which you believe would be helpful in evaluating your submission.

**D. CONTRACT PERIOD**

**The initial contract for this proposal shall be for the 2017 -2018 school year with two (2) additional years at the Board's option for 2018-2019 and 2019-2020.**

**E. COORDINATION OF ACTIVITIES**

All activities for this contract will be coordinated through the office of the Business Administrator:

Mr. Edward Kent  
Interim Business Administrator/Board Secretary  
(908) 238-6005  
[ekent@uniontwpschool.org](mailto:ekent@uniontwpschool.org)

## **F. FEE SCHEDULE – PAYMENT**

The Union Township Board of Education only recognizes purchases of goods and/or services through the approved purchase order process. All purchases require a written purchase order signed by the Business Administrator with a valid purchase order number. Invoices submitted for payment without a valid purchase order number will not be processed for payment. The Union Township Board of Education issues payments for goods and services rendered, once a month, at its regularly scheduled meetings which are usually held the fourth Monday of each month.

## **G. PRESENTATION PACKAGE – Submit with the RFP Response**

The Union Township Board of Education seeks from all participating respondents' information that will assist the Board in selecting the respondent who provides the highest quality services at a fair and competitive price. All respondents shall prepare a presentation package to be submitted with the RFP.

The presentation package shall include at a minimum the following:

### **I. Technical Criteria**

#### **A. Description of Services**

Respondents shall list all services to be rendered with their explanation in detail on how they will provide the service. Respondents shall also provide evidence of how services of similar type were provided to other public/private schools in New Jersey. (Success stories only). Respondents, by submitting a proposal, acknowledge that they fully understand the scope of service, work and activity to be performed. Respondents are to provide evidence of any innovation and/or successful approach in providing the service requested.

### **II. Management Criteria**

#### **A. Business Organization**

The respondents shall submit a full description of the business organization to include, but not be limited to:

- Name, address, phone, fax, e-mail address and other information of the professional firm or individual. If the firm has multiple locations, from which location will the service for the Board be provided;
- The number of years the firm or individual has been practicing Engineering;
- An organization chart noting names of all principals and partners;
- How many staff members work full time with the firm;
- Resumes of key staff members;
- The number of NJ Licensed Engineers, LEED accredited professionals,

- non-licensed Engineers graduated any other personnel;
- Has the firm ever received any award, professional recognition or been publicized;
- Has the firm ever been released or terminated during its' involvement from a project prior to completion and if so, please explain the circumstances including the project name, location, date of release, etc.; and
- Other information concerning individuals of the professional firm that would assist the Board in the evaluation process.

#### **B. Qualifications: Relevant Experience**

Respondents shall submit documentation highlighting qualifications and experience they have that will assist the Board in the evaluation and selection process. Such documentation shall include, but not be limited to:

- Evidence of providing services as listed in the specifications to public school districts for a minimum of at least five (5) years;
- Three (3) letters of recommendation from public school districts in New Jersey;
- Copies of all professional or educational licenses that are required to perform the services as listed in the specifications;
- The firm's experience with capital maintenance projects (i.e. roofs , windows, boilers) with relation to New Jersey public school buildings;
- The firm's experience with Long Range Facility Plans;
- Availability of personnel, facilities, equipment and other resources to provide the services requested; and
- Other information covering the firm and/or individuals of the firm that would assist the Board in the evaluation process.

#### **C. Legal Action**

- A list of any judgments within the last three (3) years and/or a list of bankruptcy or organization proceedings within the last ten (10) years;
- An explanation of any legal action initiated by a school district against the firm;
- An explanation of any legal actions taken by the firm against a school district; and
- A list of any pending litigation against or by the firm.

### **III. Cost Criteria**

#### **A. Fee Proposal**

Respondents are to submit a fee proposal schedule that compliments the service that is being requested by the Board. The Board, in its proposal, may request that fee proposals be submitted as follows:

- Hourly rate with 15 minute intervals;

- Percentage of project cost; and
- Lump sum fee.

The fee schedule provided by the respondent shall be a significant part of the evaluation process, but the Board is not required to award on the basis of lowest price and will award based on all criteria as outlined. All respondents should provide a full detailed analysis of their fee proposal.

#### **B. Contract Expenses**

Respondents are to note the following as it pertains to expenses related to the contract:

- **Expenses; Related to Contract; Incidental**

All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent.

- **Expenses; Not Related to the Contract; District Procedures**

There may be circumstances where a request is made for the respondent to provide services not directly related to the contract. These services not related to the contract are not to be provided by the respondent. The Board will procure these services separately.

- **Extraordinary Expenses**

Extraordinary expenses to be incurred by the respondent in the performance of his/her duties may be brought to the Board prior to actual expenditure. The Board, upon recommendation of the appropriate administrator, may consider reimbursing the expenses, or the Board may procure the services separately.

#### **H. EVALUATION PROCESS – METHODOLOGY OF AWARDING CONTRACT**

All RFP responses are to be evaluated on the basis of whose response is the most advantageous to the Board, price and other factors considered, and whose response will provide the highest quality of service at a fair and competitive price.

The Board will use a one hundred (100) point system in evaluating all proposals. The criteria to be evaluated are identified below:

	<b><u>Category</u></b>	<b>Value Points</b>
I.	Technical Criteria A. Description of Services	40
II.	Management Criteria A. Business Organization B. Qualifications; Relevant Experience	20 20
III.*	Cost Criteria A. Fee Proposal	20

*\*The Office of the School Business Administrator will assist in the evaluation of the Cost Criteria of all proposals received.*

**I. EVALUATION OF PROPOSALS – Evaluation Committee**

The Finance and Facilities Committee will evaluate proposals that have been submitted. Committee members are familiar with the need for services to be performed in the request for proposal.

Best practices for Awarding Services Contracts

**Section 4 – (The Need for an Evaluation Committee)**, it has been determined that the evaluators:

- “...are sufficiently qualified to evaluate the strengths and weaknesses of the proposals submitted.”
- “...have the relevant experience necessary to evaluate the proposals;”  
and
- “...are familiar with the need for the service to be performed in the request for proposals.”

Mr. Edward Kent, Interim School Business Administrator will review and evaluate all proposals as they pertain to the procurement process.

**J. AWARD OF CONTRACT**

It is the intention of the Board to award the contract to the respondent whose response is the most advantageous to the Board, price and other factors considered; and who will provide the highest quality service at fair and competitive prices.

In accordance with N.J.S.A. 18A: 18A-4.4 and N.J.S.A. 19:44A-20.4 et seq., The Board is requesting statements of qualifications from Engineering Firms in the State of New Jersey that wish to provide general engineering services to the Union Township Board of

Education as directed by the Board. It is the intention of the Board to appoint an Engineering Firm to provide engineering services to the Board for the 2017-2018 school year with two (2) additional years at the Board's option. Pursuant to the Public School Contracts Law N.J.S.A. 18A: 18A-5(1) et seq., Professional Services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price. The Board will award based on the criteria outlined in this request for proposal.

**K. AFFIRMATIVE ACTION REQUIREMENTS**

Each respondent shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following documents:

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

Please note: A completed and signed Affirmative Action Questionnaire is required with the submission of the proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action evidence stapled to the Affirmative Action Questionnaire form.

"If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq."

**L. AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED**

No services shall be rendered unless the successful respondent receives an approved purchase order authorizing the respondent to render the service.

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

Pursuant to N.J.S.A. 52: 32-44 as amended by P.L. 2004 – Chapter 57, all respondents shall submit with their proposal package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification with the proposal package, or prior to the award of a contract, will be cause for the rejection of the entire proposal.

**Goods and Services Contracts**

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) The contractor shall provide written notice to all its subcontractors to submit proof of business registration to the contractor; 2) prior to



receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none were used; 3) during the term of this contract, the contractor and its affiliates shall collect, remit and notify all subcontractors and their affiliates that they must collect and remit to the Director of New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 per day for each day of the violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

**N. CONTRACTS**

Upon notification of award of a contract by the Union Township Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education.

The successful respondent shall sign and execute said contract and return it together with documents required by the Board, such as, but not limited to:

- Professional Liability Certificate;
- Criminal History Background evidence;
- Other required documents as may be outlined in the proposal specifications.

Within ten (10) days of receipt of notification of award of contract, the executed contract and related documents must be returned to:

Mr. Edward Kent, Interim School Business Administrator  
Union Township Board of Education  
165 Perryville Road  
Hampton, New Jersey 08827

**O. CRIMINAL HISTORY BACKGROUND CHECKS- N.J.S.A. 18A:6-7.1 – REQUIREMENT**

All providers for the services of this contract shall provide the Board, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and that comes in regular contact with students, has had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker.

Failure to provide proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contract, may be cause for breach of contract.

If it is discovered during the course of the contract that an employee has a disqualifying criminal history or the employee has not had a criminal history background check, that employee is to be removed from the position as a service provider immediately.

**P. DEBARMENT, SUSPENSION, OR DISQUALIFICATION**

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

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

**Q. DISCLOSURES OF ACTIVITIES IN IRAN Form N.J.S.A. 18A:18A-49.4**

Pursuant to Public Law 2012, C 25 any person or entity that submits a bid or proposal or proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey 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 and respondents must review this list prior to completing the below certification. If the Director of the Division finds a person or entity to be in violation of law, she/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

**Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the proposal shall be cause for rejection of the proposal.**

**R. DOCUMENTS, MISSING/ILLEGIBLE**

The respondent shall familiarize himself with all forms\* provided by the Board that are to be returned with the proposal. If there are any forms missing or illegible, it is the responsibility of the respondent to contact the School Business Administrator at (908)238-6005 for duplicate copies of the forms. This must be done before the proposal submission. The Board accepts no responsibility for duplicate forms that were not received by the respondent in time for the respondent to submit with the proposal.

**All documents returned to the Board shall be with an original signature in ink (blue). Failure to sign all required documents with the RFP package may be cause for disqualification and for the proposal to be rejected, pursuant to N.J.S.A. 18a: 18a 2(y) (Non-responsive). The Board will not accept facsimile or rubber stamp signatures.**

\*Forms provided by the Board that must be returned with the proposal:

- Acknowledgement of Addenda
  - Affirmative Action Questionnaire or Affirmative Action Evidence
  - Chapter 21 – Political Contribution Disclosure Form
  - Contractor/Vendor Questionnaire and Certification
  - Disclosure of Investment Activities in Iran
  - Proposal Form
  - Stockholders' Disclosure/Ownership Declaration
- Please check your bid package for these forms.

**S. DOCUMENT SIGNATURES – ORIGINAL; BLUE INK**

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

**T. EVALUATION OF CRITERIA**

The Board intends to evaluate all proposals on the basis of the responses that are most advantageous to the district, price and other factors considered. Included in the evaluation process, but not limited to, are:

- Experience and ability to perform services;
- Qualifications and references;
- Organization; staffing; facilities;
- Cost Proposal;
- Knowledge of the Union Township Public School District and subject matter discussed in the proposal;
- Other factors demonstrated in the respondent's presentation package that may be in the best interest of the school district.

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

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

**V. INCIDENTAL EXPENSES**

All incidental expenses related to services provided are the responsibility of the professional provider. The Board will not reimburse any provider for any incidental expenses related to the contract.

Travel – The proposal costs submitted by respondent shall include any and all costs pertaining to travel to and from any site where the services are to be performed. The Union Township Board of Education will not pay for any travel. Travel time is not to be charged on any hourly of service rate. Travel time to and from the site of service is to be borne by the respondent.

**W. INSURANCE: PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED**

Required       Not Required

The successful respondent to whom the contract is awarded shall provide the Board with contract documents of a Professional Liability Insurance Certificate with the following limits:

\$1,000,000 Each Incident; Occurrence; Wrongful Act

\$3,000,000 Aggregate

The insurance certificate name as to the certificate holder shall be as follows;

Union Township Board of Education  
Attn: Mr. Edward Kent,  
Interim Business Administrator  
165 Perryville Road  
Hampton, New Jersey 08827

**X. INTERPRETATIONS AND ADDENDA**

**No interpretation of the meaning of the specifications will be made to the respondent orally.** Every request for such interpretations shall be made in writing to the School Business Administrator and must be received at least ten (10) days prior to the date fixed for the opening of proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21(c) to all respondents by certified mail or certified fax no later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of proposals. All addenda so issued shall become a part of the contract document.

**Y. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY**

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the **New Jersey Election Law Enforcement Commission** pursuant to N.J.S.A. 19:44A-20.13 (P. L. 2005 Chapter 271, Section 3) if the business entity received contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing

is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement Commission at 1-888-313-3532 or at [www.elec.nj.us](http://www.elec.nj.us) .

Pursuant to N.J.A.C. 6A:23A-6.3 (a1-4) please note the following:

Award of Contract – Reportable Contributions – N.J.A.C. 6A:23A-6.3(a) (1)

“No Board of Education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient P.L. 1973, C83 (codified at N.J.A.C. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one year period.”

Contributions during Term of Contract – Prohibited – N.J.A.C. 6A:23A-6.3 (a) (2,

3)

“Contributions reportable by the recipient under P.L. 1973, C83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district is prohibited during the term of the contract.”

When a business entity referred to in 4.1(e) is a natural person, contributions by that person’s spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When an entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

Chapter 271 Political Contribution Disclosure Form – Required – N.J.A.C. 6A:23A-6.3 (a) (4)

All respondents shall submit with their proposal package a completed and signed Chapter 271 Political Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A: 23A-6.3 (a) (2) Award of Contract.

**Z. PRE-PROPOSAL MEETING**

Applicable  X Not Applicable

**AA. RIGHT TO KNOW LAW**

All potentially hazardous materials or substances must be properly labeled in full accordance with the NEW JERSEY RIGHT TO KNOW LAW – N.J.S.A. 34:5A-1 et seq. All contractors or vendors who need additional information about the NEW JERSEY RIGHT TO KNOW LAW are to contact the following:

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

**BB. SUBCONTRACTING; ASSIGNMENT OF CONTRACT**

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

**CC. SUBMISSION DEADLINE**

The deadline to submit RFP #18-02 packages is **Tuesday, June 20, 2017 by 10:00 am local time.**

Submissions received after the date and time noted in the RFP #18-02 package shall not be considered. \_

**DD. SUBMISSION OF RFP#18-02 PACKAGE (Original and Copies)**

All RFP #18-02 proposal packages including the Letter of Transmittal and the **Presentation** Package are to be in a **SEALED ENVELOPE** bearing the title of the proposal and number of the proposal in front and are to be delivered to:

Mr. Edward D. Kent, Interim Business Administrator  
Union Township Board of Education  
165 Perryville Road  
Hampton, New Jersey, 08827

Responses are to include:

- One original RFP package with original signatures
- Four (4) copies of the RFP package

Submissions will **NOT** be accepted via facsimile or e-mail.

**EE. TERMINATION OF CONTRACT**

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

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

The contractor further agrees to indemnify and hold the Board harmless from any liability to subcontractors or suppliers covering work performed or goods provided out

of the lawful termination of this agreement.

**FF. WITHDRAWAL OF PROPOSALS**

Before the Proposal Due Date

The School Business Administrator may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator before the proposal due date. Any respondent who has been granted permission by the School Business Administrator to have their proposal withdrawn cannot re-submit a proposal for the same project.

After the Proposal Due Date

The Board of Education may consider a written request from a respondent to withdraw a proposal if the written request is received by the School Business Administrator within five (5) days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

The respondent who wishes to withdraw a proposal must provide a certification supported by written factual evidence that an error or omission was made by the respondent and that the error or omission was a substantial computational error or an unintentional omission or both.

The request to withdraw a proposal after the proposal due date may be reviewed by the School Business Administrator, the interested administrators, and/or the Board Attorney and a recommendation will be made by the Board of Education.

The Board of Education will be the final determining authority in permitting the proposal to be withdrawn.

**UNION TOWNSHIP BOARD OF EDUCATION**

Board Office  
165 Perryville Road  
Hampton, New Jersey 08827

***Proposal Form***

**Engineer of Record**

**RFP 18-02**

The respondent by signing this proposal form acknowledges he/she has carefully examined the proposal specifications and documents; acknowledges he/she understands and is able to render the scope of activity and service outlined in the proposal.

Name \_\_\_\_\_

Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Federal Tax Id Number \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Extension \_\_\_\_\_

Fax No \_\_\_\_\_ E-Mail \_\_\_\_\_

Authorized Agent \_\_\_\_\_ Title \_\_\_\_\_

Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

All proposals must be received no later than **Tuesday, June 20, 2017 at 10:00 am.**

All proposals are to be sent to: Mr. Edward D. Kent, Interim Business Administrator  
Union Township Board of Education  
165 Perryville Road  
Hampton, New Jersey 08827



***To be completed, signed below & returned with proposal.***

***Acknowledgement of Addenda***

RFP # 18-02

Proposal Date: Tuesday, June 20, 2017

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

<u>ADDENDA NO.</u>	<u>ISSUING DATES</u>
_____	_____
_____	_____
_____	_____

**No Addenda Received**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_

**To be completed & signed below and returned with proposal**

**AFFIRMATIVE ACTION QUESTIONNAIRE**

**RFP #18-02**

**Date: Tuesday, June 20, 2017**

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

1. Our company has a Federal Action plan approved. **YES** **NO**

*If yes*, please attach copy of plan to this questionnaire.

2. Our company has a N.J. State Certificate of Employee Information Report **YES** **NO**

*If yes*, please attach a copy of the certificate to this questionnaire.

3. If you answered **"NO"** to both question No. 1 and 2, you must apply for an Affirmative

Action Employee Information Report – Form AA302

Please visit the New Jersey Department of Treasury web site for the Division of Public Contracts Equal Employment Opportunities Compliance: [www.state.nj.us/treasurycontract/compliance/](http://www.state.nj.us/treasurycontract/compliance/)

- Click on "Employee Information"
- Complete and submit the form with the appropriate payment to:  
Department of Treasury  
Division of Public Contracts/EEO Compliance  
P.O. Box 209  
Trenton, NJ 08625-0002

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

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

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Name of Company \_\_\_\_\_

*To be completed, signed below & returned with proposal*

**Union Township Board of Education  
Board Office  
Chapter 271  
Political Contribution Disclosure Form  
(Contracts that exceed \$17,500.00)  
Ref. N.J.S.A.52:34-25**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that \_\_\_\_\_ (Business Entity) has made the following **reportable** political contributions to any elected official, political candidate on any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract:

**Reportable Contributions**

<b><u>Date of Contribution</u></b> <b><u>n</u></b>	<b><u>Amount of Contribution</u></b> <b><u>n</u></b>	<b><u>Name of Recipient Elected Official/ Committee/Candidate</u></b> <b><u>e</u></b>	<b><u>Name of Contributor</u></b> <b><u>r</u></b>

The Business Entity may attach additional pages if needed.

**No reportable contributions** (Please check if applicable. )

I certify that \_\_\_\_\_ (Business Entity) made no reportable contributions to any elected official or any political committee as defined in N.J.S.A.19:44-20.26.

**Certification**

I certify that the information provided above is in full compliance with P.L.2005-chapter 271.

Name of Authorized Agent \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Business Entity \_\_\_\_\_

**UNION TOWNSHIP BOARD OF EDUCATION**

STATE OF NEW JERSEY – DIVISION OF PURCHASE AND PROPERTY

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

RFP #18-02

RESPONDENT \_\_\_\_\_

**PART 1: CERTIFICATION**

**RESPONDENTS MUST COMPLETE PART 1 BY CHECKING EITHER BOX**  
FAILURE TO COMPLETE ONE OF THE BOXES WILL RENDER THE PROPOSAL  
NON-RESPONSIVE

Pursuant to P.L. 2012, C.25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renews a contract must complete the certification below to attest, under penalty of perjury, that neither person or entity, nor any of its parents, subsidiaries, or affiliates, is identified by 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 <http://www.state.nj.us/treasury/pdf/Chapter25listpdf>. Respondents **must** review this prior to completing the below certification. **Failure to complete the certification will render the respondent's proposal non-responsive.** If the Director finds a person or entity to be in violation of the law, she/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 to be in default and seeking debarment or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

**I certify, pursuant to P.L. 2012, neither C.25, that neither the respondent listed above nor any of the respondent's parents,**

**engage 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 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 respondent 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, finds 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 respondent person/entity, or one of its parents, subsidiaries or affiliates in the investment activities in Iran outlined above by completing the box below.

**PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION**

<b>Name:</b> _____ <b>Respondent</b> _____ <b>Description</b> _____ <b>Activities</b> _____	<b>Relationship</b> _____ <b>to</b> _____ <b>of</b> _____  <b>Duration of Engagement</b> _____ <b>Anticipation Cessation Date</b> _____				
<b>Respondents</b> _____	<b>Contact</b> _____	<b>Name</b> _____	<b>Contact</b> _____	<b>Phone</b> _____	<b>#</b> _____

***Certification:*** I, being sworn upon my oath, hereby represent and state 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 the State at its option may declare any contract(s) resulting from the certification void and unenforceable.

Full Name (Print) \_\_\_\_\_  
 Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Name of Company \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

*To be completed, signed below & returned with proposal*

**NON-COLLUSION AFFIDAVIT**

**Engineer of Record**

**Re: RFP #18-02 for the Union Township Board of Education.**

STATE OF \_\_\_\_\_) DATE \_\_\_\_\_

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_ of the City of \_\_\_\_\_

In the County of \_\_\_\_\_ and the State of \_\_\_\_\_

Of full age, being duly sworn according to law on my oath depose and say that: I am \_\_\_\_\_ of Position in Company. The firm of \_\_\_\_\_ and the respondent making the Proposal for the above named contract, and that I executed the said proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential respondents, or otherwise taken any action in restraint of free, competitive proposals in connection with the above proposal, and that all statements in said Proposal and this affidavit are true and correct, and made with full knowledge. The Board of Education of Union Township relies upon the truth of the statements contained in the affidavit in awarding the contract the said proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide commercial or selling agencies maintained by \_\_\_\_\_

(Print Name of Contractor/Vendor)

Subscribed and sworn to: \_\_\_\_\_

**(SIGNATURE OF CONTRACTOR/VENDOR)**

Before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Month Year

\_\_\_\_\_  
**NOTARY PUBLIC SIGNATURE**

\_\_\_\_\_  
Print name of Notary Public

My commission expires \_\_\_\_\_, \_\_\_\_\_ Seal  
 Month Day Year

*To be completed, signed below & returned with proposal*

**STOCKHOLDER/PARTNERSHIP DISCLOSURE & STATEMENT OF OWNERSHIP**

**Engineer of Record**

**Re: RFP #18-02 for Union Township Board of Education, due June 20, 2017.**

Please check one type of ownership, complete form, and execute where provided.

<input type="radio"/>	<b>Corporation –</b>	<input type="radio"/>	<b>Limited Partnership-</b>
<input type="radio"/>	<b>Partnership -</b>	<input type="radio"/>	<b>Limited Liability Corp.--</b>
<input type="radio"/>	<b>Sole Proprietorship</b>	<input type="radio"/>	<b>Limited Liability Partnership--</b>
<input type="radio"/>	<b>Subchapters Corp.--</b>	<input type="radio"/>	<b>Other-</b>

No corporation “or partnership” shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any supplies or materials, the cost of which is to be paid with or out of any public funds, by the State or any county, municipality or school district, or any subsidiary or agency of the State, or by an authority, board or commission, which exercises governmental functions, unless prior to

The receipt of a proposal or accompanying the proposal of said corporation or said partnership, there is submitted a statement setting forth the names and all individual partners in the partnership who own 10 % or greater interest therein, as the case may be. If one or more of such stockholders “or partners” is itself a corporation “or partnership”, the stockholder holding 10% or more of that corporation “or partnership” the individual partners owning 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be, continued until names and addresses of every non-corporate stockholder, and individual partner exceeding the 10% ownership criteria established in this act, and have been listed.

**IT IS MANDATORY THAT THIS FORM BE COMPLETED AND SUBMITTED WITH PROPOSAL.** In the event that there are no persons who own 10% or more of the stock or ownership of the respondent, that such fact should be certified below as part of this disclosure.

Name \_\_\_\_\_ of \_\_\_\_\_ Company

Address \_\_\_\_\_

\_\_\_\_\_  
City, \_\_\_\_\_ State, \_\_\_\_\_ Zip  
\_\_\_\_\_

**List of owners with ten percent (10%) or more Interest**

<b>Owner's Name</b>	<b>Home address</b>	<b>Title/Office Held</b>

**NOTE:** If you need more space than provided above, please attach an extra sheet for furnishing the required information for any remaining persons or entities.

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If your firm is not a corporation and / or partnership, please explain below how your firm is organized and include a list of the various principals.

Our Firm \_\_\_\_\_  
is organized \_\_\_\_\_

**Name of Principals** \_\_\_\_\_ **Title** \_\_\_\_\_

Use additional paper if needed, Check here  if additional sheets attached.

**Name of Company** \_\_\_\_\_

**Address** \_\_\_\_\_



City, State, Zip \_\_\_\_\_

Authorized Agent \_\_\_\_\_ Title \_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT

*To be completed, signed below & returned with proposal*

**Union Township Board of Education**

**Vendor Questionnaire/Certification**

**RFP #18-02**

Name of Company \_\_\_\_\_

Street Address \_\_\_\_\_ P.O. Box \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone Number (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Emergency Phone Number (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

FEIN No. \_\_\_\_\_

Years in Business \_\_\_\_\_ Number of Employees \_\_\_\_\_

**References – work previously done for School Systems in New Jersey**

<u>Name of District</u>	<u>Address</u>	<u>Contact person/title</u>	<u>Phone</u>
-------------------------	----------------	-----------------------------	--------------

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Vendor Certification**

Direct/Indirect Interests

I declare and certify that no member of the Union Township Board of Education, nor any office or employee or person whose salary is payable in whole or in part by Board of Education or

their immediate family members have directly or indirectly interest in this proposal or in supplies, materials, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the Board has an interest in the proposal, etc. then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

Gifts, Gratuities, Compensation

I declare and certify that no person from my firm, business, corporation or partnership offered or paid any fee, compensation or commission, or offered any gift or other thing of value to any school official, board member or employee of the Union Township Board of Education.

Vendor Contributions

I declare and certify that I fully understand **N.J.A.C.** 6A:23A-6.3(a) (1-4) concerning vendor contributions to school board members.

I certify that I am not an officer or employee of the Union Township Board of Education

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

\_\_\_\_\_  
President or Authorized Agent

\_\_\_\_\_  
Signature