



## **PRINCETON BOARD OF EDUCATION**

# **Request for Proposal**

## **PROPOSAL SPECIFICATIONS**

### **AND**

## **GENERAL REQUIREMENTS**

### **FOR**

### **Architectural Services**

### **Proposal No: PS #01 23-24**

Dated: June 1, 2023

By: Matthew Bouldin  
School Business Administrator

## LEGAL AD

### NOTICE OF REQUEST FOR PROPOSALS

#### **Architectural Services for the PRINCETON BOARD OF EDUCATION**

Notice is hereby given that pursuant to the requirements of N.J.S.A. 18A:et. seq., the Princeton Board of Education (hereinafter referred to as the "Board") is issuing a Notice of Request for Proposals to obtain from interested and qualified firms a proposal to act as the **Architectural Services** as outlined in the Request for Proposals. The understanding of the parties, with respect to the services to be rendered, is required to be set forth in a formal agreement. Pursuant to Title 18A-18A-5(1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price, but based on criteria as outlined in this request for proposals.

A copy of the Request for Proposals may be obtained from the district's website at [www.princetonk12.org/resources-and-notices/rfps-bids-and-quotes](http://www.princetonk12.org/resources-and-notices/rfps-bids-and-quotes). Further information may be obtained by emailing: [MatthewBouldin@princetonk12.org](mailto:MatthewBouldin@princetonk12.org)

All vendors submitting proposals must use and complete all forms and include all the information required in the Request for Proposals.

Pursuant to P.L. 2004 c. 57, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue. All vendors are required to comply with the requirements of P.L. 1975, c. 127, "Law Against Discrimination" and the Affirmative Action statutes and regulations, N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1.1 et seq. Additional documentation requirements are as listed in the Request for Proposals.

Proposals must be submitted to the Princeton Board of Education, at 25 Valley Road Princeton, NJ, no later than **1:30 p.m. on Thursday, June 29<sup>th</sup>, 2023**. All submittals must contain an original and one (1) copy of the proposal in a sealed envelope with "**PPS Proposal for Architectural Services**" marked on the front of the envelope along with a digital copy. The proposals should be addressed to the Princeton Board of Education, Attn: Matthew Bouldin, Princeton Public Schools, 25 Valley Road, Princeton, NJ 08540.

The Board reserves the right to reject any or all proposals and waive any informality in the process if it is in the best interests of the Board. No proposal may be deemed accepted until the adoption of a formal resolution by the Board.

**Background:**

The Princeton Public Schools School District is a PK-12 public school district providing educational services to approximately 3,699 students. The school district is comprised of 4 PK-5 schools (1,376 students), one 6-8 school (815 students), and one high school (1508 students). Its mission is to “*prepare all students to lead lives of joy and purpose as knowledgeable, creative, and compassionate citizens of a global society.*” Further information may be obtained by visiting the school district’s website at [www.princetonk12.org](http://www.princetonk12.org).

Proposers are advised that for any specific matter the Board may retain the services of another Architect.

**Scope of Service:**

In accordance with NJSA 19:44A-20.4 et seq., the Princeton Public Schools School District is requesting proposals from New Jersey licensed architectural firms interested in providing services as the Architect of Record for the District for the 2023-2024 school year and two additional years at the Board’s option. Pursuant to Title 18A-18A-5(1) professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price based on criteria as outlined in this request for proposals.

The Board shall not be bound to use the appointed Architect of Record. Proposers are advised that for any specific project the Board may retain the services of another Architect or Engineer.

As Architect of Record, the architect shall provide all professional and consulting architectural services and technical direction as requested by the Board including, but not limited to, preparation of designs and specifications, estimation/calculation of construction costs, obtaining permits and approvals from state, county and local agencies, submission of plans and documentation to such agencies as may be required, development of specifications, review and approval of plans, responses to bids, and all services related to the pre-construction, construction and closeout phases of designated projects. The Architect shall amend the District’s Long Range Facilities Plan as needed. Because services, at times, represent emergency situations, the professional will be expected to return a phone call or emails within 48 hours. The professional will also be expected to be available to provide advice to the Board and administrators during non-business hours including attendance at meetings when requested.

The Architect shall work cooperatively with the Board Attorney and Business Administrator in the bidding, award, and closeout of the projects. The Architect shall assist the Board in recommending professional services, such as engineers and other experts as requested.

Interested parties may attend a walk-through scheduled for June 15, 2023 at 10:00 am starting at the Princeton Public Schools, 25 Vally Road, Princeton, NJ . Please contact Matt Bouldin, 609-806-4200, x2015 and email at [MatthewBouldin@princetonk12.org](mailto:MatthewBouldin@princetonk12.org) to confirm your attendance.

**Minimum Qualifications:**

1. Must be certified to provide architectural services in the State of New Jersey. Professional licenses and certifications should be provided.
2. Must have a minimum of five (5) years of experience in providing architectural services to boards of education.
3. Must be experienced in obtaining permits and approvals from various State, County and local regulatory agencies.
4. Must maintain staff or be able to contract with New Jersey licensed or certified professionals including but not limited to architects, civil engineers, land surveyors, planners, environmental scientists and construction clerks.
5. Must maintain an office location close enough proximity to the Board of Education so as to be able to respond to emergent matters promptly.
6. Must be experienced in preparation of DOE educational specifications and grant applications.
7. Must have project managers with at least five (5) years of school board experience.

**Proposal Requirements:**

The proposal packet is to be addressed and mailed or hand delivered to:

Mr. Matthew Bouldin  
School Business Administrator/Board Secretary  
PRINCETON BOARD OF EDUCATION  
25 Valley Road  
Princeton, NJ 08540

Proposals must be submitted to the Princeton Board of Education, at 25 Valley Road Princeton, NJ, no later than **1:30 p.m. on Thursday, June 29, 2023**. All submittals must contain an original and one (1) copy of the proposal in a sealed envelope with **“PPS Proposal for Architectural Services”** marked on the front of the envelope **ALONG WITH A DIGITAL COPY**. All proposals shall remain firm for a period of sixty (60) days after the date specified for receipt of proposals.

The proposal shall include the following items:

1. Transmittal Letter: Each proposing Architect shall submit a transmittal letter with their proposal that identifies the firm that is submitting the proposal and includes a commitment to provide services required by the PRINCETON BOARD OF EDUCATION.
2. Description of Services and Experience: All proposing Architect should describe their practices and the services to be provided as well as acknowledge that they understand the scope of services sought by the Board. Provide sufficient information within your submission for evaluation. Information regarding your firm including ownership, list of major New Jersey educational clients and other pertinent information about your firm. Also please respond to the specific questions listed below:
  - a. Where is the firm's headquarters? If the firm has multiple offices, from which office will the services for the district be provided?
  - b. How many years has the firm been practicing?
  - c. How many staff members working full time in the firm?
    - NJ Licensed Architects
    - LEED accredited professionals
    - Non-Licensed Architectural graduates?
    - Other
  - d. Provide a list of New Jersey School Districts for whom the firm has provided services, identifying any in Mercer and Somerset County.
  - e. What is the firm's experience with Public School referendums?
  - f. Has the firm ever been released or terminated during its involvement from a project prior to completion? Please explain the circumstances including project name, location, dates, percent completion.
3. Names of individuals who will perform required tasks as well as the listing of their licenses, qualifications, and experience. Identify persons who will serve as back up to the primary person including resumes of all parties.

Subcontracting; Assignment of Contract: No part of any work or services done for the Board may be subcontracted without first receiving written permission from the Board.

4. Fee structure: Submit an hourly rate for principals, architects, associates, supervisors, construction/project managers, design draftsmen, engineers, and environmental staff. If any of these positions are not part of your staff, indicate how your firm will provide these services and at what associated costs. Also include any fee for updating, submitting, and amending the Long Range Facilities Plan. Identify whether clerical and other overhead costs will be billed separately. For large scale projects, fees will need to be agreed upon and Board approved in advance of commencing the project.

In the event that the respondent determines that the services for consultants are necessary on any particular project assigned by the Board, the amount billed by the architect to the Board for such services shall not exceed 110% of the amount billed to the architect. Fees for reimbursable expenses shall not exceed the actual cost to the architect.

5. References

Provide a list of the school districts for which you have provided services within the last three (3) years. Include the name of the entity, the name and telephone number of a contact person, and the name of the partner that is assigned to that district.

A list of all New Jersey public clients that have terminated services in the past two years.

List the caption(s) of any and all actions which have been filed against you by a public entity either by way of complaint, cross-claim or counterclaim, in connection with your rendering of architectural services.

6. Documents:

- a. New Jersey Business Registration Certificate
  - Pursuant to N.J.S.A. 52:32-44, all proposals must be accompanied by a New Jersey Business Registration Certificate issued by the New Jersey Department of Treasury, Division of Revenue.
- b. Affirmative Action Questionnaire, Affidavit and Exhibit A
  - Pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C.
- c. Ownership Disclosure Statement
- d. Contractor/Vendor Questionnaire/Certification
- e. Non-Collusion Affidavit
  - Pursuant to N.J.S.A. 52:34-15

f. Annual Political Contribution Disclosure Form

- Pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c.271, s.3), the Architect may be required to file an annual disclosure statement with the New Jersey Election Law Enforcement Commission. It is the Architect's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).
- Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:
  - Pursuant to N.J.A.C. 6A:23A-6.3 (a2) Reportable Contributions: 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 under P.L. 1973, c.83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period.
  - Pursuant to N.J.A.C. 6A:23A-6.3 (a2,3) Contributions During Term of Contract: Contributions reportable by the recipient under P.L. 1973, c.83 (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 are prohibited during the term of the contract.

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

- Pursuant to N.J.A.C. 6A:23A-6.3 (a4) Political Contribution Disclosure Form: All bidders shall submit with their bid 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 (a2) Award of Contract.

g. Prohibited Russia-Belarus Activities and Iran Investment Activities

h. Certificate of Employee Information Report

i. Certification of Non-Debarment (Prior to Award of Contract)

**Interview:**

The Board of Education reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Board reserves the right to request clarifying information after the submission of the proposal.

**Contract Term:**

The initial term of the contract for Services shall be from July 25 (or thereabout), 2023 through June 30, 2024 and may be renewed annually each year by Board Resolution.

**Evaluation of Proposals:**

The School District intends to award a professional services contract for the defined scope of work under the Fair and Open Process in accordance with NJSA 19:44A-20.4 et seq.

The proposals will be evaluated by the Board of Education, Superintendent, Business Administrator, and such other members of the administration as may be called upon based on their level of interaction with the District Architect based upon information supplied by each Professional in response to this Request for Proposal ("RFP").

A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. The contract, if awarded, shall be awarded to the firm who submits the most advantageous proposal based on Technical Criteria and Qualifications, Management Criteria as well as cost and other factors.

The Board of Education reserves the right to reject any or all proposals in whole.

**Laws**

The respondent shall comply with all applicable laws, statutes, regulations, and ordinances and any order issued by any governmental entity. This contract shall be governed by the laws of the State of New Jersey.



## **Law Against Discrimination**

During performance of this contract, the firm and its sub-consultants agree to comply with P.L. 1975, c.127, "Law Against Discrimination" in accordance with provisions described in Exhibit "A" attached hereto. The mandatory language of N.J.A.C. 17:27-1.1 et seq. promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time is attached hereto made a part hereof and incorporated herein by reference. The contract with the firm may be rescinded if the firm fails to submit proof of compliance with the regulations set forth in N.J.A.C. 17:27. The regulations are available online at [https://www.state.nj.us/treasury/contract\\_compliance/pdf/njac\\_17\\_27\\_ac.pdf](https://www.state.nj.us/treasury/contract_compliance/pdf/njac_17_27_ac.pdf) or will be provided to you upon request.

## **Miscellaneous Provisions**

Submittal of a proposal signifies that the respondent acknowledges that he/she has read this Request for Proposals, has a full understanding, and agrees to be bound by the terms and conditions.

Submittal of a proposal signifies acknowledgement and approval for the Board of Education to hold proposals pending award of this service a minimum of 60 days.

The PRINCETON BOARD OF EDUCATION reserves the right to reject any or all proposals in whole.

The PRINCETON BOARD OF EDUCATION reserves the right to contact references provided with the proposal.

Any departures from this Request for Proposals must be noted. Any conditions or terms must be written and included with the proposal.

All respondents are required to provide sufficient information in their proposals for evaluation.

An interview of qualified candidates may be scheduled by the Board.

## **Indemnification**

The firm shall indemnify and hold the Board harmless for any and all claims, injuries and damages, including the reimbursement of reasonable attorneys' fees and cost of litigation that may occur as a result of the provision of care services to the Board.

## **Insurance**

The firm agrees to obtain and maintain for the entire term of this Agreement the following insurance coverage, with minimum Coverage and Limits as listed below. Proof will be required from the firm selected for the award prior to the award of the contract. Failure to maintain said insurance moving forward will deem the firm to be in default.

All insurance coverage referenced shall be placed with Companies with a minimum A.M. Best rating of A- VIII.

The firm shall maintain for the full term of this agreement, at their expense, the following insurance coverages:

- Property Insurance – Firm is required to insure its own equipment, materials, and tools with a “Waiver of Subrogation” clause in favor of the Princeton Public Schools School District.
- Commercial General Liability Insurance covering all operations of firm with coverage for Bodily Injury and Property Damage with minimum limits as follows:
  - \$3,000,000 General Aggregate Limit
  - \$3,000,000 Products – Completed Operations
  - \$1,000,000 Personal and Advertising Injury Limit
  - \$1,000,000 Each Occurrence Limit
  - \$1,000,000 Fire Damage Liability
  - \$1,000,000 Abuse and Molestation if not included in Each Occurrence Limit.

Commercial General Liability coverage to be written on an “occurrence” basis using ISO CG 0001 07/98 or its equivalent form with the following minimum enhancements, endorsements, and requirements:

- No exclusions for either Abuse and Molestation or Assault and Battery.
- Severability of Interest. No exclusion or limitation for cross suits or cross liability between any insureds shall exist.
- Broad Form Blanket Contractual Liability for liability assumed under all contracts related to the work. No endorsement or exclusion restricting Contractual Liability shall exist
- Coverage for Independent Contractors
- Endorsement naming the Princeton Public Schools School District as an Additional Insured using ISO Additional Insured endorsement CG 2010 11/85 or the combination of CG 2010 07/04 and CG 2037 07/04 editions or their equivalent and provide coverage on a primary and non-contributory basis. Additional Insured endorsement shall include ongoing operations and products and

- completed operations coverage and shall NOT include any provisions limiting coverage to ongoing operations.
  - A Waiver of Subrogation Endorsement in favor of the Princeton Public Schools School District
- Workers' Compensation and Occupational Disease Insurance in accordance with the applicable law or laws. The Workers compensation policy must provide coverage for sole proprietors, partners of a partnership, owners of LLC's and officers of corporations who will be performing work on the job. The policy must have the State of New Jersey listed as a Part One State.
- Employers Liability - coverage with minimum limits as follows:
  - a. \$1,000,000 Bodily Injury by Accident, for each accident
  - b. \$1,000,000 Bodily Injury by Disease, policy limit
  - c. \$1,000,000 Bodily Injury by Disease, each employee
- Commercial Automobile Coverage: Coverage shall also be provided for Hired and Non-Owned Automobiles.
  - a. \$1,000,000 Per Occurrence, Combined Single Limit for Bodily Injury and Property Damage
- Umbrella/Excess Liability:
  - a. \$4,000,000 Occurrence / \$4,000,000 Aggregate

All policies must incorporate a provision requiring the giving of notice to the Owner by certified mail, return receipt requested, at least thirty (30) days prior to the cancellation or non-renewal of any insurance policy required herein.

### **Termination**

Either party may terminate the resulting agreement upon providing ninety (90) days written notice to the other party.

**PRINCETON BOARD OF EDUCATION**

**REQUEST FOR PROPOSALS**

**FOR**

**ARCHITECTURAL SERVICES**

**SUBMITTAL CHECKLIST**

- \_\_\_\_\_ Transmittal Letter covering all items as listed in the requirements sections.
- \_\_\_\_\_ Business Registration Certificate
- \_\_\_\_\_ Affirmative Action – Exhibit A including one of three of the forms of requested proof.
- \_\_\_\_\_ Statement of Ownership
- \_\_\_\_\_ Contractor / Vendor Certification
- \_\_\_\_\_ Affidavit of Non collusion
- \_\_\_\_\_ Political Contribution Disclosure Form
- \_\_\_\_\_ Prohibited Russia-Belarus Activities & Iran Investment Activities

## **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.

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.

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

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

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website: [www.state.nj.us/treasury/contract\\_compliance](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.

Company Name - \_\_\_\_\_

Name of Highest Ranking Officer - \_\_\_\_\_

Title of highest Ranking Officer - \_\_\_\_\_

Signature of Above - \_\_\_\_\_

**To be completed, signed and returned with Bid/Proposal**

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type)    ☐ Limited Liability Company (LLC)
- ☐ Partnership    ☐ Limited Partnership    ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II Check the appropriate box**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**
- OR**
- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS,  
PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

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

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

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**



## CONTRACTOR/VENDOR QUESTIONNAIRE & CERTIFICATION

Proposal Number \_\_\_\_\_ Proposal Date: \_\_\_\_\_

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

Street Address \_\_\_\_\_ PO Box \_\_\_\_\_

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

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

Emergency Phone Number (\_\_\_\_) \_\_\_\_\_

FAX No. (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

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

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

### **Vendor Certification**

#### **Direct/Indirect Interests**

I declare and certify that no member of the Princeton Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this proposal or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the 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, association or partnership offered or paid any fee, commission or compensation, or offered any gift, gratuity or other thing of value to any school official, board member or employee of the 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 my company is not debarred from doing business with any public entity in New Jersey or the United States of America.

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

\_\_\_\_\_  
President or Authorized Agent (Print)

\_\_\_\_\_  
SIGNATURE

## AFFIDAVIT OF NONCOLLUSION

STATE OF \_\_\_\_\_) ss:  
COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, residing in the \_\_\_\_\_ of \_\_\_\_\_ in the County of \_\_\_\_\_ and State of \_\_\_\_\_, of full age, being duly sworn according to law on my oath depose and say:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_, the firm responding to the request for proposals. I executed the response to request for proposals with full authority to do so. The firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, Request for Proposals in connection with the above named request for proposals. All statements contained in the response to request for proposals and in this affidavit are true and correct, and made with the full knowledge that the \_\_\_\_\_ will rely upon the truth of the statements contained in the response to request for proposals and in this affidavit in awarding the contract.

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.

Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public of \_\_\_\_\_  
My Commission expires \_\_\_\_ / \_\_\_\_ /20\_\_\_\_.

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

## Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

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

The disclosure must list reportable contributions to any of the committees that exceed \$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.

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

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

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

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

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

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

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

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

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant To N.J.S.A. 19:44A-20.26

**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

## 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.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

☐ Check here if the information is continued on subsequent page(s)

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Page \_\_\_\_ of \_\_\_\_

[illegible]

☐ 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. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

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

<p style="text-align: center;"><b>USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM <a href="http://WWW.NJ.GOV/DCA/LGS/P2P">WWW.NJ.GOV/DCA/LGS/P2P</a> A COUNTY-BASED, CUSTOMIZABLE FORM.</b></p>
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## Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

### Part 1: Certification

#### COMPLETE PART 1 BY CHECKING ONE OF THE THREE BOXES BELOW

Pursuant to law, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, for goods or services must complete the certification below prior to contract award to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list or Chapter 25 list as a person or entity engaging in prohibited activities in Russia, Belarus or Iran. Before a contract for goods or services can be amended or extended, a person or entity must certify that neither the person or entity, nor any parent entity, subsidiary, or affiliate, is identified on the Department of Treasury's Russia-Belarus list. Both lists are found on Treasury's website at the following web addresses:

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>  
[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

As applicable to the type of contract, the above-referenced lists must be reviewed prior to completing the below certification.

A person or entity unable to make the certification must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran. The person or entity must cease engaging in any prohibited activities and provide an updated certification before the contract can be entered into.

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be 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.

### CONTRACT AWARDS AND RENEWALS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment 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. (Skip Part 2 and sign and complete the Certification below.)*



## CONTRACT AMENDMENTS AND EXTENSIONS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate is listed on the N.J. Department of the Treasury's lists of entities determined to be engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3. 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. (Skip Part 2 and sign and complete the Certification below.)*

## IF UNABLE TO CERTIFY



*I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate is listed on the Department's Russia-Belarus list and/or Chapter 25 Iran list. I will provide a detailed, accurate, and precise description of the activities as directed in Part 2 below, and sign and complete the Certification below. Failure to provide such will prevent the award of the contract to the person or entity, and appropriate penalties, fines, and/or sanctions will be assessed as provided by law.*

## Part 2: Additional Information

### PLEASE PROVIDE FURTHER INFORMATION RELATED TO PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS AND/OR INVESTMENT ACTIVITIES IN IRAN.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or of a parent entity, subsidiary, or affiliate, engaging in prohibited activities in Russia or Belarus and/or investment activities in Iran in the space below and, if needed, on additional sheets provided by you.

### Part 3: Certification of True and Complete Information

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

*I acknowledge that the <Name of Contracting Unit> is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the <Name of Contracting Unit> to notify the <Name of Contracting Unit> 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. 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 <Name of Contracting Unit> and that the <Name of Contracting Unit> at its option may declare any contract(s) resulting from this certification void and unenforceable.*

Full Name (Print)		Title	
Signature		Date	