



*Irvington Board of Education*  
*Irvington, New Jersey*

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# Professional Services

## RFP Specifications

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## General Requirements

### For

**Temporary Staffing Services:**  
**Paraprofessional,**  
**Department of Special Education**

**Proposal No: RFP-26-04**

**Tuesday, March 3, 2026**  
Proposal Opening Date

**10:00 a.m.**  
Proposal Opening Time

**Mr. Craig Smith, QPA**  
Assistant Superintendent for Business/Board Secretary

IRVINGTON BOARD OF EDUCATION  
1 University place – 4<sup>th</sup> Floor  
Irvington, New Jersey 07111

**IRVINGTON BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
Bid Advertisement**

The Board of Education of the City of Irvington, New Jersey, hereby advertises for competitive bids in accordance with N.J.S.A. 18A:18A-21(a,b) for the School Year **2025-2026**:

**Temporary Staffing Services: Paraprofessionals, Department of Special Education, RFP-26-04**

All necessary bid specifications and bid forms may be secured upon written request to:

**Ms. Rosie Crombie**  
Purchasing Manager  
Irvington Board of Education  
1 University Place – 4<sup>th</sup> Floor  
Irvington, New Jersey 07111  
Fax: 973-372-0625  
Email [rcrombie@irvington.k12.nj.us](mailto:rcrombie@irvington.k12.nj.us)

Bids must be sealed, the envelope to bear the following information:

Title: **Temporary Staffing Services: Paraprofessionals for the Dept. of Special Education**  
Proposal No.: **RFP-26-04**  
Name and Address of the Bidder and delivered to the Business Office of the Irvington Board of Education on or before  
Date: **March 3, 2026**  
Time: **10:00 a.m.**

The bid opening process will begin on the above date and time. No bids shall be received after the time designated in the advertisement. (N.J.S.A. 18A:18A-21(b)).

**All bids must be sealed and clearly marked on the outermost packaging or envelope with name of bidder, project name, bid number, bid opening date and time, and must be received by mail or other method of delivery by no later than the submission deadline date and time.** Bidders mailing proposals should allow sufficient mail delivery time to endure timely receipt of their proposal.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. All responsible firms are encouraged to submit proposals.

All bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et. seq., Affirmative Action Against Discrimination and N.J.A.C. 17:27 et. seq.

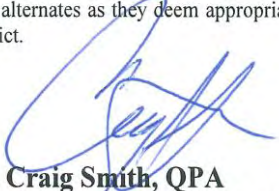
The Board intends to enter into a contract with the successful bidder incorporating all provisions of the id. By submitting a bid, the bidder is agreeing to enter into such a contract if they are awarded the work.

Corporate bidders are required by law (Chapter 33, Laws of 1977) to submit a list of names and addresses of all stockholders owning 10% or more of their stock.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be filed with the bid. The bid package will also include other documents that must be completed and returned with the bid. Failure to comply with Instructions to Bidders and to complete and submit all required forms, may be cause for disqualification and rejection of the bid.

All bidders shall submit with their bid package a copy of the New Jersey Business Registration Certificate as issued by the Department of Treasury of the State of New Jersey. (N.J.S.A. 52:32-44)

The Board of Education reserves the right to reject any or all bids pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities. The Board further reserves the right to take such alternates as they deem appropriate, and in any order that the Board feels may be in the best interest of the Irvington Public School District.



**Mr. Craig Smith, QPA**  
**Assistant Superintendent for Business/Board Secretary**

## **IMPORTANT INFORMATION ON BID OPENING PROCEDURES**

***The Irvington Board of Education will host virtual bid openings until further notice. In order to be a participant, please provide us with a valid email address when requesting a bid document.***

To request a bid document, please contact Rosie Crombie, Purchasing Manager at: [rcrombie@irvington.k12.nj.us](mailto:rcrombie@irvington.k12.nj.us)

*Please note that bids are still required to be “opened” on the designated date and time. As such, electronic, email or fax bid responses are not allowed. Bidders are encouraged to submit their bids either by certified mail or overnight delivery. Doing so will avoid the need for hand delivery and confirm the delivery date of the bid response.*

*Bidders mailing responses should allow sufficient mail delivery time to ensure timely receipt of their response. The Board shall not be responsible for submissions that are incorrectly mailed or misdirected. Responses received by the Board after the date and time specified above will not be considered.*

### **Zoom Meeting**

***Below is the Bid Opening link for the Bid titled:***

***Temporary Staffing Services: Paraprofessionals, Department of Special Education, Proposal#: RFP 26-04***

***This bid will be opened on:***

***Tuesday, March 3, 2026, at 10:00 a.m.***

Please paste the following Zoom link in your browser:

<https://zoom.us/j/96890703816?pwd=afGt7iwMaa5HO6JCa7sPAbueLd4oLn.1>

# GENERAL SPECIFICATIONS



## REQUEST FOR PROPOSAL

### Temporary Staffing Services: Paraprofessionals for the Dept. of Special Education

#### **A. PURPOSE**

The purpose of this Request for Proposal is to solicit bid proposals for the purpose of hiring contractors to provide temporary staffing services for paraprofessionals for the Dept. of Special Education, as required, to supplement shortages in the Irvington Board of Education work forces.

The Irvington Board of Education is seeking to contract with a vendor(s) to provide temporarily supplement deficiencies in the District's work forces. Paraprofessional personnel will only be required to work when the need arises, on a daily basis. It is the intention of the district to award to multiple vendors, if necessary.

#### **B. BIDDER RESPONSIBILITY**

The bidder assumes sole responsibility for the complete effort required in this Request for Proposal. No special consideration shall be given after proposals are opened because of a bidder's failure to be knowledgeable of the requirements of this Request for Proposal. By submitting a bid proposal in response to this proposal, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this Request for Proposal.

#### **C. SCOPE OF WORK**

The Irvington Board of Education desires to appoint a firm(s) who will be responsible for providing Paraprofessional Placement Services to fill positions on an as-needed basis at the request of the Board of Education. Any experience or knowledge of matters directly affecting the Irvington School District Board of Education should be addressed.

The vendor shall provide Paraprofessionals for students referred by the Special Education Department. Paraprofessional Services (as needed) will be provided in accordance with NJAC 6A:14-4.5(b). Paraprofessionals must be prepared to be flexible and child oriented. Working with students may involve changing diapers. Paraprofessionals may be asked to support students as it relates to health, hygiene and personal safety.

All required supplies/equipment will be available for the RN to complete the service. No travel between schools will be required. Nurses will have access to fax/copy machines and office supplies while substituting in the Irvington Public School district.

#### **D. QUALIFICATIONS OF RESPONDENTS**

Certificates, Licenses, Criminal Background Check: All professional staff assigned to conduct any service shall be in possession of all appropriate credentials as identified by the school district.

A minimum of forty-eight (48) college credits from an accredited college or university or passed the state paraprofessional exam.

All individuals working with students shall possess a current and active criminal background check. The contracted agency must notify the District upon completion of criminal background check at which time the District will grant approval and start date of the paraprofessional.

**References:** All individuals or Agencies shall provide references from no fewer than three (3) current Board of Education clients, including names and phone numbers.

**E. CONTRACT PERIOD**

The term of the contract shall be for the 2025-2026 school year. At the Board’s option, the contract may be extended for two (2) additional, one (1) year contract periods.

**F. COORDINATION OF ACTIVITIES**

All Activities for this contract will be coordinated through:

Irvington Board of Education  
Office of Special Services  
164 Orange Avenue  
Irvington, New Jersey 07111  
(973) 399-6800, Ext. 6890

**G. FEE SCHEDULE**

Submit a proposal fee schedule and a sample list of services, along with a complete description of the maximum price for each type of service proposed.

**H. PRESENTATION PACKAGE** – Submit with the RFP Response

The Irvington Board of Education seeks from all participating respondents' information that will assist the district in selecting the respondent who will provide 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. Management Criteria**

a. Business Organization:

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

- Name, address, phone, fax, website, e-mail address and other information of the professional firm or individual;
- An organizational chart noting the names of all principals and partners;
- Resumes of key staff members; and

- Other information concerning individuals of the professional firm/agency that would assist the school district in the evaluation process.

b. Qualifications; Relevant Experience:

- Respondents shall submit documentation highlighting qualifications and experience they have that will assist the school district in the evaluation and selection process.

## **II. Technical Criteria**

a. Description of Services:

- List at least at least three (3) projects for which respondent provided the services requested in this RFP:
- Name and location of the school district or agency for which the services were performed. Include name, email address and telephone number of the contact person for the project.
- Provide a description of the program(s).

## **III. Cost Criteria**

- Fee proposal

## **I. 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 district, price and other factors considered, and whose response will provide the highest quality of service at fair and competitive prices.

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

## **J. EVALUATION OF PROPOSALS -- Evaluation Committee**

All proposals will be evaluated in accordance with the Office of State Comptroller's publication.

### **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 proposal;” and
- “. . . are familiar with the need for the services to be performed in the request for proposals.”

The Purchasing Manager will review and evaluate all proposals as they pertain to the procurement process.

**K. AWARD OF CONTRACT**

It is the intention of the Board of Education 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.

**L. BASIS OF AWARD**

The Irvington Board of Education will award the proposal to the most responsive and responsible bidder whose proposal is most advantageous to the District.

The District will consider the following criteria when evaluating:

	<b><u>EVALUATION CATEGORIES</u></b>	<b><u>WEIGHT</u></b>
1.	Demonstrated success in the field of paraprofessional placement Satisfaction, including years in business and references	25%
2.	Quality of the bidders Staff and Services to meet District needs	20%
3	Overall experience of firm in providing similar services to other public bodies, with special emphasis on experience in New Jersey	25%
4.	Cost	30%

Any evaluation of bids shall be in accordance with the New Jersey Public Schools contracts Law, N.J.S.A. 18A:18A-1 et seq.

Final determination will be made upon evaluation of the above criteria based on what is in the best interest of the District.

**M. PERSONNEL**

If applicable, all personnel are required to possess and maintain current licenses and certifications, as required by the State of New Jersey. The contractor will be required to furnish copies of licenses and certifications to the Human Resources Department, before personnel can be assigned to work.

- A. If applicable, required License/Registration Certificate - Bidders must provide evidence of being licensed on the day of the proposal opening as a private employment agency or as a temporary help service firm with the Division of Consumer Affairs, Private Employment Agency Section. This evidence is required even if the bidder is from out of state.

A photocopy of the license/registration certificate must be submitted with the bid, and the lack thereof may be cause for rejection of the bid.

- B. **All contractor personnel working for the Irvington Board of Education are required to be fingerprinted and undergo a criminal history records check, this information must be forwarded to the Human Resources Department, before personnel can be assigned to work.**

1. It is the contractor's responsibility to work within the time schedule for turnaround time from the initial submission of the background check to the receipt of the results. This time schedule may be a critical factor in meeting that start up for this contract.

### **INSURANCE**

- A. The contractor shall secure and maintain in force for the term of the contract liability insurance, the contractor shall provide the Irvington Board of Education with current certificates of insurance for all overages and renewals thereof that the insurance provided in the certificate shall not be cancelled for any reason except after thirty days written notice to:

Irvington Board of Education  
Business Department – **Proposal No. RFP-26-05**  
1 University Place – 4<sup>th</sup> Floor  
Irvington, New Jersey, 07111

### **NEWS RELEASES**

- A. The contractor is not permitted to issue news releases pertaining to any aspect of the services being provided under this contract without the prior written consent of the Superintendent.

### **ADVERTISING**

- A. The contractor shall not use the Irvington Board of Education's name, logo, images, or any data or results arising from this contract as part of any commercial advertising without first obtaining the prior written consent of the Superintendent.

### **TERMINATION OF CONTRACT**

- A. For Convenience - Notwithstanding any provision or language in this contract to the contrary, the Irvington Board of Education may terminate at any time, in whole or in part, any contract entered into as a result of this Request for Proposal for the convenience of the Board, upon no less than 30 days written notice to the contractor.

### **PRICE SCHEDULE**

- A. Temporary Staffing Services-Paraprofessionals  
Regular Shift Hourly Day Rate  
Fee structure must be included in the RFP

### **DURATION**

- A. The initial term for Temporary Staffing Services shall commence in March 2026 and conclude on June 30, 2026. The District reserves the right, at its sole discretion, to renew the contract for two (2) additional one-year periods, running from July 1 through June 30 of each subsequent academic year.

Prices must hold firm and cannot increase during the term of the contract.

## **CONTRACTS**

Upon notification of award of contract by the Irvington Board of Education, the successful Vendor(s) shall execute a formal contract agreement with the Irvington Board of Education.

It is anticipated that awards will be made to multiple vendors.

## **COMMUNICATIONS**

Contact between vendors and Irvington Board of Education personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact district personnel may result in disqualification. All communication shall go through the Purchasing Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided.

The deadline for questions pertaining to this proposal is **February 24, 2026, 4:30 pm.** The district will not respond to questions after this time and date.

## **IMPORTANT SUBMISSION REQUIREMENTS**

***The Irvington Board of Education will host virtual bid openings until further notice. In order to be a participant, please provide us with a valid email address when requesting a bid document.***

Bids are to be submitted in writing and must be received by the Irvington Board of Education, Purchasing Department, no later than **10:00 a.m. on Tuesday, March 3, 2026.** All Bids must be sealed and clearly marked on the outermost packaging or envelope with name of bidder, project name, bid number, bid opening date and time, and must be received by mail or other method of delivery by no later than the submission deadline date and time.

Identifying the bid on the outermost packaging/envelope will ensure that the bid document receives special handling, once it arrives in the district. Please note that the Board will not be responsible for any bid document that has been misrouted or misdirected within the district if the outermost packaging or envelope is not indicated as a bid. If such an unmarked bid document is not received at the bid opening location prior to the bid opening date and time, it will be considered LATE and will not be accepted. Therefore, please ensure that all bids are properly identified.

Bids/Proposals are still required to be "opened" on the designated date and time. As such, electronic, email or fax bid responses are not allowed. Bidders are encouraged to submit their bids either by certified mail or overnight delivery, which not only avoids the need for hand delivery but also confirms the delivery date. Bids forwarded by facsimile or email are not valid and will not be accepted.

Bidders should allow sufficient mail delivery time to ensure timely receipt of their response. The Board shall not be responsible for submissions that are incorrectly mailed or otherwise misdirected. Responses received by the Board after the date and time specified above will not be considered.

**Irvington Board of Education**

**Temporary Staffing Services: Paraprofessionals for the Dept. of Special Education, RFP-26-05**

Bid Opening Date: **Tuesday, March 3, 2026, 10:00 am.**

One (1) original and one (1) printed copy of the bid are to be submitted. Responses forwarded by facsimile or e-mail are not valid and will not be accepted. The Irvington Board of Education reserves the right to reject any bid, to waive informalities, and to accept any Bid which is in the best interest of the district. Please direct all questions and responses to:

**Rosie Crombie, Purchasing Manager**

1 University Place, Irvington, NJ 07111

(972) 399-6800, Ext. 2143

email to [rcrombie@irvington.k12.nj.us](mailto:rcrombie@irvington.k12.nj.us)

**Please see Bid Proposal Form on Page 39**

# ADDITIONAL INFORMATION AND INSTRUCTIONS TO VENDORS



**INSTRUCTIONS TO BIDDERS**

**1. BIDS ARE TO BE RETURNED TO:**

Ms. Rosie Crombie  
Purchasing Manager  
Purchasing Department  
Irvington Board of Education  
1 University Place – 4<sup>th</sup> Floor  
Irvington, New Jersey 07111

BY: **10:00 a.m. PREVAILING TIME**

ON: **March 3, 2026**

- 2.** Bids must be placed in a *sealed* envelope marked as shown below on the front of the envelope. Bidders should also keep a complete copy of the bid packet, exactly as submitted.

Envelope Label Information:

Board :	<u>Irvington Public Schools</u>
Proposal Number:	_____
Project:	_____
Proposal Date:	_____
Proposal Time:	_____
Proposer :	<u>Name of Company</u>
	<u>Address</u>
	<u>City, State Zip</u>

**3. BID OPENING**

All bids will be publicly opened in the Board of Education meeting rooms (Fourth Floor), and read beginning at **10:00 a.m. on March 3, 2026**. Bidders and/or their authorized agents, and the general public are invited to be present at the bid opening. It is the responsibility of each bidder to ensure that their bid is complete, and presented to the Business Office before the bid date and time. Bids will not be accepted or received by the Board of Education after the advertised bid date and time. (N.J.S.A 18A:18A-21(b))

Each Bid must be signed on behalf of the bidder by an officer authorized to bind the organization.

**4. PROPOSAL SUBMISSIONS**

Uniformity of all bids submitted is essential to insure fair and accurate evaluation. Bids which do not conform to the essential requirements expressed in this solicitation may be considered non-responsive. All commitments made in the proposal shall become a part of any resultant contract.

**Each Bid must be signed on behalf of the bidder by an officer authorized to bind the organization.**

**PROPOSAL SUBMISSIONS** (Continued)

Any questions related to this proposal shall be submitted in writing to **Ms. Rosie Crombie, Purchasing Manager**, via email at [rcrombie@irvington.k12.nj.us](mailto:rcrombie@irvington.k12.nj.us). Ms. Crombie can also be reached at (973) 399-6800, Ext.2143.

**5. CONSENT TO EXTENSION**

Bidder's hereby agree to allow the District *the right* to extend the date for the awarding of Bids from sixty (60) to ninety (90) days, which ninety (90) day period shall be computed commencing with the date designated as the final date of receipt of bids.

Yes, I agree \_\_\_\_\_ No, I disagree \_\_\_\_\_

Each bid must be signed on behalf of the bidder by an officer authorized to bind the organization.

**One (1) clearly marked original proposal and one (1) copy should be submitted so as to arrive at the purchasing department, 4<sup>th</sup> floor, 1 University Place, Irvington, New Jersey 07111, prior to 10:00 a.m. on March 3, 2026.**

## **ETHICS IN PURCHASING**

### ***Statement to Vendors***

#### **School District Responsibility**

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

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should 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.

**School officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Irvington Board of Education.**

#### **Vendor Responsibility**

Any vendor doing business or proposing to do business with the Irvington Public School District, shall neither pay, offer to pay, either 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 Irvington Public School District or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Irvington Public School District, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

#### **Vendor Certification**

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



IRVINGTON PUBLIC SCHOOLS  
Office of the Assistant Superintendent

**Reggie Lamptey, CPA**

*Assistant Superintendent for Business/* **Board Secretary**

**One University Place, 4<sup>th</sup> Fl.** Irvington, NJ 07111  
(973) 399-6800 x 2120 (973) 399-6855 fax

TO: All Vendors  
RE: **Unauthorized Orders**

Dear Vendor:

The Irvington Board of Education only recognizes purchases made through the approved purchase order process.

All purchases are made by a written purchase order, with an authorized signature and a purchase order number.

**Please do not honor or accept any requests for goods or services unless the request is made through a written purchase order with an authorized signature and an assigned purchase order number.**

Please alert Rosie Crombie, Purchasing Manager at 973-399-6800, ext. 2143 if any Board employee attempts to place an order without an authorized purchase order.

Once a purchase order is received, do not permit any employee to add items to the order.

**The Irvington Board of Education will not be held responsible for any unauthorized orders or purchases.**

The Irvington Board of Education will only recognize purchase orders signed by Reggie Lamptey, CPA, Assistant Superintendent of Business/Board Secretary.

Thank you for your cooperation.

  
**Mr. Craig Smith, QPA**  
**Assistant Superintendent for Business/Board Secretary**

**IRVINGTON BOARD OF EDUCATION**

*Business Office*  
1 University Place – 4<sup>th</sup> Floor  
Irvington, New Jersey 07111

**ADVISORY INFORMATION FOR BIDDERS**

***The Irvington Board of Education will host virtual bid openings until further notice.***

1. PROMPTNESS OF BID SUBMITTAL

It is the responsibility of the bidder to ensure that their bid is presented at the District's Business Office before the date and time fixed for closure of the bid period. This will occur promptly for this bid at **10:00 a.m. on Tuesday, March 3, 2026.**

- Bidders are strongly encouraged to submit their bids either by certified mail or overnight delivery, doing so not only avoids the need for hand delivery but also confirms the delivery date of the bid response.
- No extensions or exceptions will be made. The Business Office is open Monday through Friday from 8:30 am – 4:30 pm according to the school calendar (available at <https://irvington.k12.nj.us/district/calendar/>) and 8:30 am–3:30 pm during the summer. Access to the Business Office may be delayed because of security clearance.

**Please understand that bids arriving after the advertised date and time for any reason, cannot be accepted or opened.**

**IRVINGTON BOARD OF EDUCATION  
BUSINESS OFFICE**

*1 University Place – 4<sup>th</sup> Floor  
Irvington, New Jersey 07111*

*All Addresses are Irvington, New Jersey 07111*

- |  |   |
|--|---|
| A. Augusta Pre-School Academy<br>97 Augusta Street<br>973-399-0524                       | I. Rita L. Owens STEAM Academy<br>36 Mt. Vernon Avenue<br>973-399-6879          |
| B. Berkeley Terrace School Elementary School<br>811 Grove Street<br>973-399-6850         | K. Thurgood Marshall Elementary School<br>141-181 Montgomery Avenue             |
| C. Chancellor Avenue Elementary School<br>844 Chancellor Avenue<br>973-399-69356         | L. University Elementary School<br>1 University Place<br>973-399-6826           |
| D. Florence Avenue School Elementary School<br>1324 Springfield Avenue<br>973-399-6862   | M. University Middle School<br>255 Myrtle Avenue<br>973-399-6879                |
| E. Grove Street School Elementary School<br>594 Grove Street<br>973-399-6867             | N. Union Avenue Middle School<br>427 Union Avenue<br>973-399-6885               |
| F. Irvington High School<br>1253 Clinton Avenue<br>973-399-6897                          | O. Administration<br>1 University Place – 4 <sup>th</sup> Floor<br>973-399-6800 |
| G. Madison Avenue Elementary School<br>173 Madison Avenue<br>973-399-6875                | P. Buildings and Grounds Department<br>503 Union Avenue<br>973-399-6842         |
| H. Mt. Vernon Avenue School Elementary<br>School<br>54 Mt. Vernon Avenue<br>973-399-6874 | Buildings and Grounds – Garage/Storage<br>500 Union Ave.<br>973-399-6842        |

# CERTIFICATIONS, REPRESENTATIONS, AND SPECIAL CONDITIONS



## **CERTIFICATIONS, REPRESENTATIONS, AND SPECIAL CONDITIONS**

### **1. CONFIDENTIALITY/COMMITMENT TO DEFEND AND INDEMNIFY**

Pursuant to the New Jersey Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., or the common law right to know, proposals can be released to the public in accordance with N.J.A.C. 17:12-1.2(b) and (c).

Bidder should submit a completed and signed Commitment to Defend and Indemnify Form (attached) with the proposal. In the event that Bidder does not submit the Commitment to Defend and Indemnify Form with the proposal, Irvington Board of Education reserves the right to request that the Bidder submit the form after proposal submission.

After the opening of the proposals, all information submitted by a Bidder in response to a Bid Solicitation is considered public information notwithstanding any disclaimers to the contrary submitted by a Bidder. Proprietary, financial, security and confidential information may be exempt from public disclosure by OPRA and/or the common law when the Bidder has a good faith, legal/factual basis for such assertion.

As part of its proposal, a Bidder may request that portions of the proposal be exempt from public disclosure under OPRA and/or the common law. Bidder must provide a detailed statement clearly identifying those sections of the proposal that it claims are exempt from production, and the legal and factual basis that supports said exemption(s) as a matter of law. Irvington Board of Education will not honor any attempts by a Bidder to designate its price sheet, price list/catalog, and/or the entire proposal as proprietary and/or confidential, and/or to claim copyright protection for its entire proposal. If Irvington Board of Education does not agree with a Bidder's designation of proprietary and/or confidential information, Irvington Board of Education will use commercially reasonable efforts to advise the Bidder. Copyright law does not prohibit access to a record which is otherwise available under OPRA.

Irvington Board of Education reserves the right to make the determination as to what to disclose in response to an OPRA request. Any information that Irvington Board of Education determines to be exempt from disclosure under OPRA will be redacted.

In the event of any challenge to the Bidder's assertion of confidentiality that is contrary to the Irvington Board of Education's determination of confidentiality, the Bidder shall be solely responsible for defending its designation, but in doing so, all costs and expenses associated therewith shall be the responsibility of the Bidder. Irvington Board of Education assumes no such responsibility or liability.

In order not to delay consideration of the proposal or Irvington Board of Education's response to a request for documents, Irvington Board of Education requires that the bidder respond to any request regarding confidentiality markings within the timeframe designated for the proposal's return. If no response is received by the designated date and time, Irvington Board of Education will be permitted to release a

copy of the proposal with Irvington Board of Education making the determination regarding what may be proprietary or confidential.

## **2. AFFIRMATIVE ACTION REQUIREMENTS**

Each 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:

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

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of bid. 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. **Failure to submit such documentation may result in rejection of the bid.**”

## **3. AUTHORIZATION TO WORK – PURCHASE ORDER REQUIRED**

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

## **4. 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 bidders shall submit with their bid 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 bid package may be cause for the rejection of the entire bid.**

Information on how to obtain a certificate is available on the internet at [www.nj.gov/njbgs](http://www.nj.gov/njbgs) or by phone at 609-292-1730.

### **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 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 was 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 the 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 for each day of 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.

## **5. CONTRACTS**

Upon notification of award of contract by the Irvington 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 district such as , but not limited to:

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

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

All providers for the services of this contract shall provide to the school district, prior to commencement of 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 a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, 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 as a service provider immediately.

**7. DEBARMENT, SUSPENSION, OR DISQUALIFICATION**—(N.J.A.C. 17:19-1.1 et seq.)

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

Pursuant to N.J.S.A. 52:32-44.1 (a), any person that is debarred at the federal level from contracting with a federal government agency shall be debarred from contracting for any public work in this State. All bidders are required to submit a sworn statement indicating whether the entity listed on the bid form or any person employed by this entity, nor the person's affiliates are not debarred from contracting with a federal government agency, nor debarred from contracting with the State of New Jersey.

**8. DISCLOSURE OF INVESTIVITIES IN IRAN N.J.S.A. 18a:189a-49.4**

Pursuant to Public Law 2012, c.25 (N.J.S.A.52:32-55, et. seq.), any person or entity ("bidder") that submits a bid or proposal or otherwise purposes to enter into or renews a contract must complete the certification below or attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, r affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://ww.state.nj.us/treasury/purchase/pdf/Chapter25list.pdf>. Bidders must review this list prior to completing the below certification. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

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 bid may be cause for rejection of the bid.***

**9. DOCUMENTS, MISSING/ILLEGIBLE**

The bidder shall familiarize himself with all forms\* provided by the Board that are to be returned with the bid. If there are any forms that the Board is to provide that are either missing or illegible, it is the responsibility of the bidder to contact the Business Office at (973 399-6800, Ext. 2143) for duplicate copies of the forms. This must be done before the bid date and time. The Board accepts no responsibility for duplicate forms that were not received by the bidder in time for the bidder to submit with his bid.

**All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the bid package may be cause for disqualification and for the bid 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.**

**10. DOCUMENT SIGNATURES – ORIGINAL: BLUE INK**

All documents returned to the Board shall be signed with an original signature in ink (blue). Failure to sign and return all required documents with the bid package may be cause for disqualification and for the bid 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.

\*Please check in the back of your bid package for these forms!

**11. EVALUATION OF CRITERIA**

The school district 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 Irvington Public School District and subject matter discussed in proposal;
- Other factors demonstrated in the respondent's presentation package that may be in the best interests of the school district.

**12. FALSE 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 is less

than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

**13. INCIDENTAL EXPENSES**

All incidental expenses related to this contract, incurred by the respondent to whom the contract is awarded, shall be the responsibility of the respondent. The Board will not reimburse any vendor for any incidental expenses related to the contract.

*Travel* - The proposal costs submitted by respondents shall include any or all costs pertaining to travel to and from any site where the services are to be performed. The Irvington Public School District will not pay any costs for travel. Travel time is not to be charged on any hourly or service rate. Travel time to and from the site of service is to be borne by the respondent.

**14. INSURANCE; PROFESSIONAL LIABILITY – CERTIFICATE REQUIRED**

REQUIRED     NOT REQUIRED

The successful respondent to whom the contract is awarded shall provide to the Board of Education with contract documents 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:

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

The Irvington Board of Education  
c/o The Business Office  
1 University Place, 4<sup>th</sup> Floor  
Irvington, NJ 07111

And remain in full force during the term of contract.

**15. INTERPRETATIONS AND ADDENDA**

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should 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 a written addenda to the specifications. The addenda will be provided in accordance with N.J.S.A. 18A:18A-21( c) to the respondents by certified mail or certified fax no

later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance o Proposals. All addenda so issued shall become part of the contract document.

**16. 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 receives 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.

Pursuant to N.J.A.C. 6A:23A-63(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 under P.L.1973, c83 (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.”

Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:10-2.1(e2,3)

“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 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.

Chapter 271 Political Contribution Disclosure Forms – Required -- N.J.A.C. 6A:23A63 (a) (4)

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:10-2.1(e-1)—Award of Contract.

**17. PRE-PROPOSAL MEETING**

REQUIRED       NOT REQUIRED

A pre-proposal meeting has been scheduled as follow:

\_\_\_\_\_, 20\_\_\_\_  
10:00 a.m., in the  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All Potential respondents are encouraged to attend this very important meeting.

**18. 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:

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

**19. SUBCONTRACTING; ASSIGNMENT OF CONTRACY**

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

**20. SUBMISSION DEADLINE**

The deadline to submit all RFP Packages is:

**March 3, 2026**  
**10:00 a.m.**

Submissions received after the date and time noted in the RFP Package shall not be considered.

**21. SUBMISSION OF RFP PACKAGE – (Original and Copy)**

All RFP Proposal Packages are to be submitted in writing and must be received by the Irvington Board of Education, Purchasing Department, no later than 11:00 p.m. on **Tuesday, March 3, 2026**. **All Proposal Packages, including the Letter of Transmittal and the Presentation Package, must be in a sealed and clearly marked on the outermost packaging or envelope with name of bidder, project name, bid number, bid opening date and time, and must be received by mail or other method of delivery by no later than the submission deadline date and time.**

Identifying the bid on the outermost packaging/envelope will ensure that the bid document receives special handling, once it arrives in the district. Please note that the Board will not be responsible for any bid document that has been misrouted or misdirected within the district if the outermost packaging or envelope is not indicated as a bid. If such an unmarked bid document is not received at the bid opening location prior to the bid opening date and time, it will be considered LATE and will not be accepted.

Please deliver all RFP Proposal Packages to:

School Business Administrator  
Irvington Board of Education  
1 University Place, 4<sup>th</sup> Floor Irvington,  
NJ 07111

Respondents are to include:

- One original FP Package with original signature
- One copy of the RFP Package

**22. TERMINATION OF CONTRACT**

The District reserves the right, in its sole discretion, to cancel the contract at any time on ten days' notice to the contractor, without any liability or penalty to the board except that the contractor shall be paid for services that are rendered prior to the date of termination, excluding loss of profits, loss of business advantage, compensatory or consequential damages.

Additionally, if the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, 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 potential liability for damages caused 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 other sources.

The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

## **23. WITHDRAWAL OF PROPOSALS**

### *Before The Bid Opening*

The Irvington Board of Education may consider a written request to withdraw a respondent to withdraw a proposal if the written request is received by the Assistant Superintendent for Business/Board Secretary before the proposal due date. Any respondent who has been granted permission by the Assistant Superintendent for Business/Board Secretary to have his/her proposal withdrawn cannot re-submit a proposal for the same project.

### *After The Bid Opening*

The Irvington 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) business days after the proposal opening. A request to withdraw a proposal after the specified number of days will not be honored.

A respondent who discovers a mistake or omission after bids have been opened may request to withdraw the bid provided the proposer gives immediate written notice to the Business Administrator of the mistake and/or omission and certification supported by clear evidence that he or she exercised reasonable care in the examination of the specifications and preparation of the bid. Any bidder who is granted permission by the Board of Education to withdraw the bid under this clause is subject to forfeit any bid guarantee.

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 to the Irvington Board of Education.

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

# Irvington Board of Education

## CRIMINAL HISTORY PROCEDURES FOR CONTRACTED SERVICES

Fingerprinting of all individuals or persons assigned to work in the Irvington Public School System is a condition of the contract award. Therefore, the following procedures must be adhered to before an employee/independent contractor from your company can accept an assignment in the district:

1. Copy and distribute to the appropriate staff members, the attached Morpho Trak (Fingerprinting) Form and the Criminal History Review website information ([www.nj.gov/educators/crimhist/](http://www.nj.gov/educators/crimhist/)). Correctly enter in the appropriate sections, the following information:

County - Essex

District – 13-2330 Irvington

**Note: The above form can only be used by employees assigned to work in this district.**

2. Contact Morpho Trak (formerly Sagem Morpho) for an appointment (Contact information is on the form).

**Note: A fingerprinting fee of \$67.50, payable to Morpho Trak, will be due at the time of service, unless paying online with a Credit or Debit Card.**

3. Once fingerprinted and in order to receive a Clearance Letter, the applicant must complete an online application on the State of New Jersey Criminal History website ([www.nj.gov/education/educators/crimhist/](http://www.nj.gov/education/educators/crimhist/)) and pay the \$11.00 fee with a debit/credit card. Print or write and keep the confirmation number.

**Note: Upon receipt, a copy of the Clearance Letter must be provided to the district.**

Fingerprinting questions may be directed to Morpho Trak at 800-503-5981.

**\*MorphoTrak** is the ONLY State authorized vender for fingerprint screening.



## **Pay to Play**

### **Addenda to Specifications**

Pursuant to N.J.A.C. 6A:10-2.1(e1-6)—Abbott Regulations, the Irvington Public School district hereby amends the Pay to Play requirements as outlined in the terms and conditions of these specifications.

#### **Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:10-2.1(e1)**

“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, c83 (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.”

#### **Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:10-2.1(e2,3)**

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A1 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.”

#### **Chapter 271 Political Contribution Disclosure Forms – Required -- N.J.A.C. 6A:10A 4-1(e-4)**

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:10-2.1(e-1)—Award of Contract.

# BID DOCUMENTS AND REQUIRED DOCUMENTATION



All documents in this section shall be completed, signed and submitted with the bid package – Failure to submit the bid documents and other documents so specified may be cause to reject the bid for being non-responsive (N.J.S.A. 18A:18A-2(y)).

**IRVINGTON PUBLIC SCHOOL BOARD OF EDUCATION**  
**Business Office**  
**Irvington, New Jersey 07111**

PROPOSAL CHECKLIST

**Documents to be returned with Bid**

Bid packages must be submitted in duplicate on the proposed forms as provided, and in the manner designated. The Board of Education will accept one original bid package and one copy of the bid package. Please include all items, organized as follows:

<b>Form Attached</b>	<b>Description</b>
	Acknowledgement of Addendum
	Affirmative Action Questionnaire
	Assurance of Compliance
	Bidders Comment Form (Optional)
	Bid Proposal Form
	Certificate of Employee Information Report
	Certificate of Insurance
	Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
	Chapter 271 Political Contribution Disclosure Form
	Contractor/ Vendor Questionnaire/Certification
	Disclosure of Investment Activities in Iran
	Exhibit A- Mandatory Equal Employment Opportunity Language
	Form W9
	Mandatory Equal Employment Opportunity Language – Exhibit A
	New Jersey Business Registration Certificate
	Non-Collusion Affidavit
	Statement of Ownership Disclosure

Failure to submit the above-listed documents with the bid package may be cause for rejection of the entire bid for being non-responsive (N.J.S.A. 18A:18A-2(y)). The documents listed above when required, are to be submitted with the bid package. Failure to submit them may be cause for disqualification for being non-responsive pursuant to N.J.S.A. 18A:18A-2(y).

**To be completed and signed below.**

**Return with Bid**

## **Acknowledgement of Addenda**

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

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

**No Addenda Received**

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

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

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

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

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed and signed below.**

**Return with Bid**

## AFFIRMATIVE ACTION QUESTIONNAIRE

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

1. Our company has a federal Affirmative Action Plan approval.  Yes  No  
*If yes*, please attach a copy of the 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 questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

Please visit the New Jersey Department of Treasury website for the Division of Public Contracts Equal Employment Opportunity Compliance:

[www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/)

- Click on “Employee Information Report”
- Complete and submit the form with the appropriate payment to:

Department of Treasury  
Division of Purchase and Property  
Contract Compliance and Audit Unit—EEO Monitoring Program  
P.O. Box 206  
Trenton, NJ 08625-0206

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 prior to the execution or award of contract.

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

**To be completed and signed below.**

**Return with Bid**

## ASSURANCE OF COMPLIANCE

### Contact with Students

There may be times during the performance of this contract, when a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide all students and staff members, a safe educational environment. To this end, the district is requiring all bidders to sign a statement of Assurance of Compliance, acknowledging the bidder's understanding of the below-listed requirements and further acknowledging the bidder's assurance of compliance with those listed requirements.

### Anti-Bullying Reporting--Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

### Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement

When applicable, the contracted service provider shall provide to the school district 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 furthermore, that said background 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 contact, may be cause for breach of contract. All contracted service providers shall comply with N.J.S.A. 18A:6-7.6 et seq., and NJDOE Broadcast September 9, 2019, as it pertains to disclosure of information from previous employers, when applicable.

### Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education, Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

<https://www.nj.gov/education/crimhist/preemployment/>

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

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

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed and signed below.**

**Return with Bid**

## BIDDER'S COMMENT FORM

This form is for Bidder's use in offering voluntary alternates, or other comments intended to afford the Board information or opportunities to improve the quality of the project, without invalidating the bid proposal. It may *not* be used to take exception to specific conditions of the project defined in the contract documents which the Bidder does not like. The bid provided must be based upon the plans and specs, and all contract conditions, as stated. If these documents or conditions contain some untenable item, or extremely expensive provision, for example, to which the Bidder wishes to raise objection, this must be done at the pre-bid meeting, or in writing to the School Business Administrator/Board Secretary through the question process outlined in the Instructions to Bidders. Such inquiries will have response issued by addendum only, and the resulting decision circulated to all bidders of record.

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

Address \_\_\_\_\_

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

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

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**To be completed and signed below.**

**Return with Bid**

# **BID PROPOSAL FORM**

## **Paraprofessional Hourly Rates:**

**Daily Hourly Rate**     \$ \_\_\_\_\_

**Comments** (attach additional sheets, if necessary) \_\_\_\_\_

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## **Contract Duration:**

This contract shall be effective **July 1, 2025 through June 30, 2026**, with option to renew for an additional year.

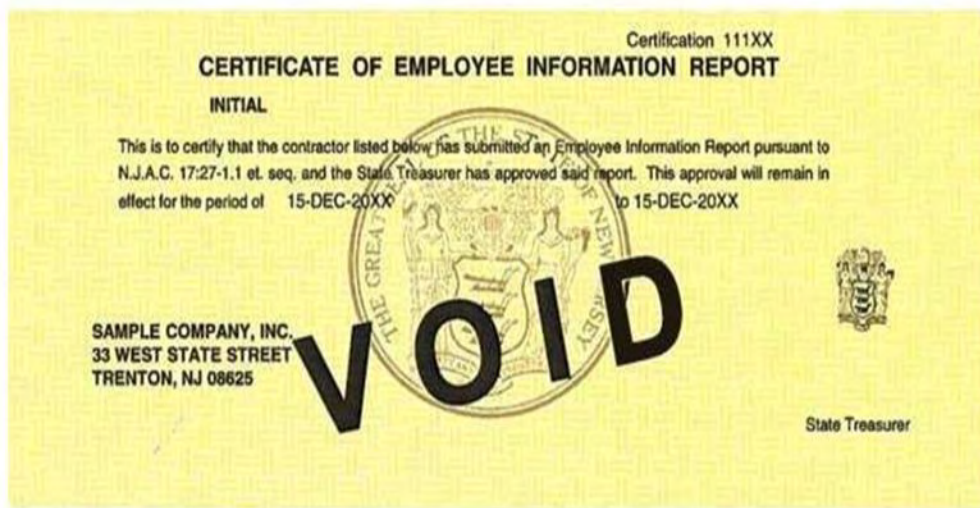
Business Entity \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_


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

**Please submit a valid copy of vendor's  
Certificate of Employee Information Report  
with Proposal submittal**



Please submit a current copy of your Certificate of Employee Information Report with your bid

**Please submit a valid  
 Certificate of Liability Insurance  
 with Proposal submittal**



**Important Notice**

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/26/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Phone: (360) 598-3700 Fax: (360) 598-3703 <b>MICHAEL J. HALL &amp; COMPANY</b> ARCHITECTS & ENGINEERS PROFESSIONAL INSURANCE PROGRAM, INC. 19660 10TH AVENUE N.E. POULSBO WA 98370	CONTACT NAME: <b>MICHAEL J. HALL &amp; COMPANY</b> PHONE (360) 598-3700 FAX (360) 598-3703 E-MAIL: _____ ADDRESS: _____
---	--

INSURED:  
 ABC Corporation  
 123 Main Street  
 Anytown, USA 1234-000

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Travelers Indemnity Company of America	25666
INSURER B : The Phoenix Insurance Company	25623
INSURER C : The Travelers Indemnity Company	25658
INSURER D : Hartford Casualty Insurance Company	29424
INSURER E :	
INSURER F :	

**COVERAGES**      CERTIFICATE NUMBER: 156570      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NO. LTR	TYPE OF INSURANCE	ADD. INSR	SUBR. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU / BFPD / OCP <input checked="" type="checkbox"/> Separation of Insureds GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			680123L456	12/20/11	12/20/12	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED. EXP (Any one person) \$ 100,000 PERSONAL & ADV INJURY \$ 1,000,000 TOTAL AGGREGATE \$ 2,000,000 POLICY \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA-1234L567	12/20/11	12/20/12	COLLISION \$ 1,000,000 BODILY INJURY (Per person) \$ 1,000,000 PROPERTY INJURY (Per accident) \$ 1,000,000 COMPREHENSIVE DAMAGE (Per accident) \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$			TA-1234L567	12/20/11	12/20/12	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? (Mark "X" if YES)			WECTR9085	06/03/11	06/03/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE-EA EMPLOYEE \$ 1,000,000 E.L. DISEASE-POLICY LIMIT \$ 1,000,000
	123456789 Description of Operations Verbiage			123456789	12/20/11	12/20/12	\$2,000,000 \$2,000,000

DESIGNATIONS / LOCATIONS / VEHICLES (Attach ACORD 104 Addition)    Remarks Schedule, if more space is required)

Projects: \_\_\_\_\_

\_\_\_\_\_ are Additional Insured on the Commercial General Liability and Auto Liability when required by written contract or agreement regarding activities by or on behalf of the Named Insured. This insurance is primary insurance and any other insurance maintained by the Additional Insured shall be excess only and non-contributing with this insurance. A waiver of subrogation applies to the Commercial General Liability, Auto Liability, Umbrella / Excess Liability and Workers Compensation / Employers Liability in favor of the Additional Insured. Additional Insured status is not available on a professional liability policy

**CERTIFICATE HOLDER**

123 Leasing  
 456 NE Jefferson Pkwy  
 Land of Lakes WA 1234-5678

Attention: \_\_\_\_\_

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Ashley L. Hurd*  
Ashley L. Hurd

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 The ACORD name and logo are registered marks of ACORD

**To be completed and signed below.**

**Return with Bid**



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

**CONTRACT / BID SOLICITATION TITLE** \_\_\_\_\_

**CONTRACT / BID SOLICITATION No.** \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

**OR**

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Representative

\_\_\_\_\_  
Vendor Name

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

**To be completed and signed below.**

**Return with Bid**

**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 or 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>Amount of Contribution</u></b>	<b><u>Name of Recipient Elected Official/ Committee/Candidate</u></b>	<b><u>Name of Contributor</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, political candidate 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 Public Law 2005—Chapter 271.

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

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

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

*(form continued on next page)*

→→→

## **P.L. 2005, c.271**

(Unofficial version, Assembly Committee Substitute to A-3013, First Reprint\*)

**AN ACT** authorizing units of local government to impose limits on political contributions by contractors and supplementing Title 40A of the New Jersey Statutes and Title 19 of the Revised Statutes.

**BE IT ENACTED** by the Senate and General Assembly of the State of New Jersey:

**40A:11-51** 1. a. A county, municipality, independent authority, board of education, or fire district is hereby authorized to establish by ordinance, resolution or regulation, as may be appropriate, measures limiting the awarding of public contracts therefrom to business entities that have made a contribution pursuant to P.L.1973, c.83 (C.19:44A-1 et seq.) and limiting the contributions that the holders of a contract can make during the term of a contract, notwithstanding the provisions and parameters of sections 1 through 12 of P.L.2004, c.19 (C. 19:44A-20.2 et al.) and section 22 of P.L.1973, c.83 (C.19:44A-22).

b. The provisions of P.L.2004, c.19 shall not be construed to supersede or preempt any ordinance, resolution or regulation of a unit of local government that limits political contributions by business entities performing or seeking to perform government contracts. Any ordinance, resolution or regulation in effect on the effective date of P.L.2004, c.19 shall remain in effect and those adopted after that effective date shall be valid and enforceable.

c. An ordinance, resolution or regulation adopted or promulgated as provided in this section shall be filed with the Secretary of State.

**52:34-25** 2. a. Not later than 10 days prior to entering into any contract having an anticipated value in excess of \$17,500, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, board of education, or fire district shall require any business entity bidding thereon or negotiating therefore, to submit along with its bid or price quote, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L.1973, c.83 (C.19:44A-1 et seq.) and that were made by the business entity during the preceding 12 month period, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any State, county, or municipal committee of a political party; any legislative leadership committee; or any candidate committee of a candidate for, or holder of, an elective office of that public entity, 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

*(form continued on next page) →→→*

any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a 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. 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. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the 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, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

**19:44A-20.13** 3. a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political party committee, legislative leadership committee, political

*(form continued on next page) →→→*

**P.L. 2005, c271**

**Page 3**

committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.1973, c.83 (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

- (1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;
- (2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political party committee, legislative leadership committee, political committee or continuing political committee receiving the contribution; and
- (3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a 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. 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. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

As used in this section:

"business entity" means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and "interest" means the 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, as appropriate.

*(form continued on next page) →→→*

**P.L. 2005, c271**

**Page 4**

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement

Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

4. This act shall take effect immediately.

\* Note: Bold italicized statutory references of new sections are anticipated and not final as of the time this document was prepared. Statutory compilations of N.J.S.A. 18A:18A-51 is anticipated to show a reference to N.J.S.A. 40A:11-51 and to N.J.S.A. 52:34-25.

*(form continued on next page) →→→*

**Political Contribution Disclosure**  
**List of Required Agencies with Elected Officials N.J.S.A.**  
**19:44A-20.26**

**County Name: Essex**

State: Governor, and Legislative Leadership Committees

Legislative Board #s: 21, 27, 28, 29, 34, 36, 40

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

County:

Freeholders

County Clerk

Sheriff

County Executive

Surrogate

Registrar of Deeds

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

Belleville Township

Irvington Township

Orange City

Bloomfield Township

Livingston Township

Roseland Borough

Caldwell Borough

Maplewood Township

South Orange Village

Cedar Grove Township

Millburn Township

Verona Township

East Orange City

Montclair Township

Nutley Township

Essex Fells Township

Newark City

West Orange Township

Fairfield Township

North Caldwell Borough

Glen Ridge Borough

West Caldwell Township

Boards of Education (Members of the Board):

Belleville Town

Glen Ridge Borough

Nutley Township

Bloomfield Township

Irvington Township

Roseland Borough

Caldwell-West Caldwell

Livingston Township

Newark City

Cedar Grove Township

Millburn Township

Verona Borough

Essex Fells Borough

South Orange-Maplewood

West Essex Regional

Fairfield Township

North Caldwell Borough

West Orange Township

**County: Essex**

**City of Irvington Board of Education (Members of the Board):**

Syasha Benbow, Board President

Janelle Lowery, Vice President

Shante Barr, Board Member

Annette L. Beasley, Board Member

John F. Brown, Board Member

Jordan Geffrard, Board Member

Audrey M. Lyons, Board Member

Joseph Sylvain, Board Member

Joel Wanamaker, Board Member

Fire Boards (Board of Fire Commissioners):

None

**To be completed and signed below.**

**Return with Bid**

## **Contractor/Vendor Questionnaire/Certification**

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

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

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

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

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

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

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 Irvington 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 bid 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 bid, 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 Irvington Board of Education.

*(form continued on next page) →→→*

**Contractor/Vendor Questionnaire/Certification** – *(Continued)*

**Vendor Contributions: School Districts**

I declare and certify that I fully understand N.J.A.C. 6A:10-1.1(e1-6) concerning vendor contributions to school members of Abbott School Districts.

I certify that I am not an official or employee of the Irvington Board of Education.

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.

\_\_\_\_\_  
Name of President or Authorized Agent (Please print)

\_\_\_\_\_  
Signature

**To be completed and signed below.**

**Return with Bid**

**IRVINGTON BOARD OF EDUCATION  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

**BID SOLICITATION/PROPOSAL TITLE** \_\_\_\_\_

**VENDOR/BIDDER NAME** \_\_\_\_\_

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CHECK THE APPROPRIATE BOX**

I certify, pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4), that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List of entities determined to be engaged in prohibited activities in Iran.

**OR**

I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the New Jersey Department of the Treasury's Chapter 25 List. I will provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, has engaged in regarding investment activities in Iran by completing the information requested below.

Entity Engaged in Investment Activities \_\_\_\_\_  
Relationship to Vendor/ Bidder \_\_\_\_\_  
Description of Activities \_\_\_\_\_  
\_\_\_\_\_

Duration of Engagement \_\_\_\_\_  
Anticipated Cessation Date \_\_\_\_\_

*Attach Additional Sheets If Necessary*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

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

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

\_\_\_\_\_  
**Print Name and Title**



**Acknowledge and sign below.**

**Return with Bid**

## 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 SERVICE 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.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to

*(form continued on next page) →→→*

**EXHIBIT A - MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE** (Continued)

assure that all personnel testing conforms with the principles of job related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

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

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

Letter of Federal Affirmative Action Plan Approval;

Certificate of Employee Information Report; or

Employee Information Report Form AA302  
(electronically provided by the Division and distributed to the public agency through the Division's website at [http://www.state.nj.us/treasury/contract\\_compliance](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 and 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 and Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **N.J.A.C. 17:27-1 et seq.**

---

NAME

---

TITLE

---


NAME OF COMPANY

---

SIGNATURE

**Please submit a valid copy of vendor's  
New Jersey Business Registration Certificate with  
Proposal Submittal**

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME: <b>TAX REGISTRATION TEST ACCOUNT</b>	TRADE NAME: <b>CLIENT REGISTRATION</b>	
TAXPAYER IDENTIFICATION#: <b>970-097-382/500</b>	SEQUENCE NUMBER: <b>0107330</b>	
ADDRESS: <b>847 ROEBLING AVE TRENTON NJ 08611</b>	ISSUANCE DATE: <b>07/14/04</b>	
EFFECTIVE DATE: <b>01/01/01</b>		
FORM BRC(08-01)	Acting Director	
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	
	
<b>Taxpayer Name:</b>	<b>TAX REG TEST ACCOUNT</b>
<b>Trade Name:</b>	
<b>Address:</b>	<b>847 ROEBLING AVE TRENTON, NJ 08611</b>
<b>Certificate Number:</b>	<b>1093907</b>
<b>Date of Issuance:</b>	<b>October 14, 2004</b>
<b>For Office Use Only:</b>	
<b>20041014112823533</b>	

**To be completed and signed below.**

**Return with Bid**

### **NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

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

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of the statements contained in said Irvington Board of Education Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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

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

**(SIGNATURE OF CONTRACTOR/VENDOR)**

before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
Month Year

Print Name of Notary Public

**NOTARY PUBLIC SIGNATURE**

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

(Seal)

**To be completed and signed below.**

**Return with Bid**

**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: \_\_\_\_\_

**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**

- 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

*(form continued on next page) →→*

**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 noncorporate 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 Irvington 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 Irvington Board of Education to notify the Irvington 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 Irvington Board of Education to declare any contract(s) resulting from this certification void and unenforceable.

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



To All Bidders:

**REMINDER!**

Did you sign all of the bid documents?

All bid documents returned to the Board shall be signed with original signatures. Please try to use **blue ink**.

The Board will not accept facsimile or rubber stamp signatures.

Failure to sign all bid documents may be cause for disqualification and rejection of the bid.

**Mr. Craig Smith, QPA**  
Assistant Superintendent for  
Business/ Board Secretary