



## **Request For Qualifications (RFQ) #8181**

### **Legal Services**

BUYER: Denise Williams, MBA, MS, QPA, RPPO, CPSM, CPSD  
ADVERTISED DATE: February 8, 2024  
LAST DAY FOR QUESTIONS: Monday, February 12, 2024 @ 9:00 AM  
BID DUE DATE AND TIME: February 29, 2024 at 10:00 AM

Issued by: Essex County College  
Purchasing Department  
303 University Ave.  
6<sup>th</sup> Floor  
Newark, NJ 07102  
[Purchasing@essex.edu](mailto:Purchasing@essex.edu)  
[www.essex.edu](http://www.essex.edu)

# **INTRODUCTION**

## **DESCRIPTION OF ESSEX COUNTY COLLEGE**

Essex County College is accredited by the Middle States Commission on Higher Education and is licensed by the State of New Jersey through the Office of the Secretary of Higher Education to operate and award Associate Degrees and Certificates.

## **MISSION**

Essex County College is an open-access community college that serves the diverse needs of students through comprehensive educational programs, training, and continuing education. Essex County College is dedicated to academic excellence and the success of its students.

## **VISION**

A Beacon for Education and Knowledge, Essex County College attracts people who seek a better life through education. We transform lives, broaden learning and empower students to achieve their full potential. Our College community and graduates are change agents and leaders who contribute to the health, vitality, and advancement of society.

Essex County College Students First Strategic Plan 2019-2024 is available via [https://www.essex.edu/wp-content/uploads/2023/09/strategic\\_plan-V2.2\\_C.pdf](https://www.essex.edu/wp-content/uploads/2023/09/strategic_plan-V2.2_C.pdf)

## **OVERVIEW**

Essex County College reserves the right to reject any and all proposals and the right at its option to waive or refuse to waive any defect or informality in any proposals. All responsive proposals received will be subjected to an evaluation by qualified personnel. Respondents should submit sufficient information to enable the evaluation committee to fully ascertain each respondent's capability to perform the requirements contemplated by this solicitation. All commitments made in the proposals shall become a part of any resultant contract. Proposals will not be received after such date and time indicated in the solicitation. The College reserves the right to cancel this bid at any time without cost or obligation.

Only a purchase order authorizes the performance of services. Essex County College is not responsible for services performed without an authorized Purchase Order. This is being solicited through a Fair and Open process by N.J.S.A.19:44A-20 et seq. The College is exempt from any local, state, or federal sales, use, or excise taxes.

# **REQUEST FOR QUALIFICATIONS (“RFQ”)**

## **I. SOLICITATION INSTRUCTIONS**

### **INTENT**

The Office of General Counsel (“OGC”) provides representation, counseling and advice on a broad range of legal issues involving Essex County College. The OGC serves as a strategic partner of the College assisting the College in its mission to provide quality educational programs to its diverse students. the Office of General Counsel utilizes outside expertise for on-demand supplemental support.

Essex County College, (the “College”), seeks to receive a statement of qualifications from firms and individual practitioners (“Counsel”) licensed to practice law in New Jersey who desire to serve as Outside Counsel for the College in litigation and other matters in which the College is involved (the “Services”). To be considered, such statements must be responsive to all information sought in this RFQ. This RFQ does not constitute a bid/proposal and is intended solely to obtain competitive qualifications from which the College may choose firms that best meet the College’s needs.

The College also reserves the right to retain other counsel and to issue a new RFQ at any time. RFQ is being solicited through a Fair and Open process by N.J.S.A.19:44A-20 et seq.

### **LICENSES AND PERMITS**

The respondent shall obtain all required licenses, permits, insurance and other authorizations necessary to perform the scope of contract service. The respondent is to submit a copy of required licenses, permits, insurance and other authorizations to the Purchasing Department.

## **II. SCOPE OF SERVICES**

The services to be provided are all those customarily provided by Counsel to a College Board of Trustees and shall include representation, advice, and counseling with respect to issues involving the College, but not limited to, the following areas:

1. Ability to draft, prepare and review legal documents including opinions, pleadings, motions, briefs, abstracts, petitions, judgments, proposals, administrative rules, policies, procedures, correspondence, articles and other documents directed by the Board;
2. Board Counsel: Ability to represent the Board, when necessary and appropriate, before external agencies in compliance reviews and complaints;
3. Construction;
4. Contract Disputes;

5. Counsel may also be called upon to provide other types of legal services of a specialized nature.
6. Counsel may be called upon to attend meetings.
7. Education Law – Including Federal Law pertaining to Institutions of Higher Education.
8. Employee complaints and investigations;
9. Employee Discipline Matters;
10. Employment discrimination (including but not limited to; CEPA, LAD, and ADA.);
11. Immigration Law (as relates to employers);
12. Knowledge of relevant legal, policy and regulatory issues and developments as it affects the College's operations, policies and procedures. Provide Board members and the President of the College with analysis and insight into the issues and developments of interest and the causes and effects of potential actions.
13. Labor Law and Collective Bargaining;
14. N.J.S.A. 18A et seq., and N.J.A.C. 9A as relates to Community Colleges;
15. Personnel issues;
16. Public bidding issues, disputes, and litigation;
17. Tax issues.
18. Title IX matters;
19. Tort claims defenses-negligence, defamation, false imprisonment, 1983 civil rights, municipal tort claims;
20. Workers Compensation;
21. Zoning and planning;

### **III. ISSUES TO BE ADDRESSED**

At a minimum, the proposal must respond to the following concerns:

1. PLAN FOR PROVISION OF SERVICES - Provide a statement that demonstrates your understanding of the services required and the plan and methodology to be used by you to provide those services.
2. DESCRIPTION OF COUNSEL AND ITS CAPABILITIES - Provide a brief description of your firm or yourself, and the capabilities to provide the services required.
3. STAFFING LEVELS - Provide your existing staffing level in areas for which you are seeking qualification and any plans for increase or decrease thereof within the next six-month

period. Include an indication of any changes which would be expected if your proposal was accepted.

4. PERSONNEL - Please provide a brief resume of the individuals who would provide the services, indicating the senior attorney in charge thereof. Provide a brief resume for each person and describe his/her experience in rendering services of a nature the College seeks.
5. SUMMARY OF EXPERIENCE - Please specify your experience in the last 10 years in relevant matters of the type you desire to handle for the College. Please provide the College with a list of relevant matters you have handled, the outcome thereof and any published opinions. This list need not be all inclusive but should be representative.
6. INVESTIGATIONS - State whether you or any principals in your firm have in the past five years, have been or are currently the subject of any Federal or State investigation or any investigation by any law enforcement agency, and indicate the nature of that investigation.
7. DISCIPLINARY PROCEEDINGS - Indicate whether any of your attorneys have been the subject of professional disciplinary proceedings, and the outcome of those proceedings.
8. MALPRACTICE – List any malpractice actions that have been commenced against you within the past five years and the outcome of those actions .
9. LITIGATION - Indicate any pending litigation in which you are involved which may directly or indirectly affect your ability to assist the College in any manner.
10. CONFLICTS - Describe any existing or potential legal or other policy conflicts of interest, or appearance of a conflict of interest, you may have, or which reasonably might arise, because of your proposed representation of the College.
11. INSURANCE - Please indicate the amount of professional malpractice insurance coverage, including limits, that you carry, the amount of any self-retention and the name of the carrier.
12. COMMITMENT TO DIVERSITY - Set forth, in detail, any diversity initiatives you currently implement within your law firm and state the results of these initiatives as they pertain to the recruitment, development, support and retention of attorneys and staff from diverse cultural backgrounds. State how your diversity initiatives will benefit the services you provide to the College.
13. OTHER INFORMATION - Please feel free to discuss any other factors not mentioned above which you believe are relevant to the College's selection of you as part of its Outside Legal Counsel team.

#### **IV. ADMINISTRATIVE INFORMATION REQUIREMENTS**

The Respondent shall, as part of its Qualification Statement, provide the following information:

1. An executive summary not to exceed two (2) pages.
2. Name, address, and telephone number of the Respondent submitting a Qualification Statement pursuant to this RFQ, and the name of the key contact person.

3. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each Respondent, its ownership and its organizational structure.
  - a. Provide the names and business addresses of all Principals of the Respondent submitting the Qualification Statement. For purposes of this RFQ, "Principals" means a person possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principal" shall include each investor who has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.
  - b. If Respondent is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the Respondent submitting a Qualification Statement. Describe the approval process.
  - c. If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
4. The number of years Respondent has been in business under the present name.
5. The number of years Respondent has been under current management.
6. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
7. Whether Respondent is now or has been involved in any bankruptcy or reorganization proceedings in the last ten (10) years. If yes, please explain.
8. Provide information for a minimum of three (3) client references. The Client Reference Form provided must be utilized. For each reference, please provide the name and position, organization, contact information, a brief description of the services provided, and a timeframe for when the services were delivered.
9. Describe the firm's financial and administrative capacity to undertake these services. A financial statement for the most recent fiscal year should be included as an attachment

## **V. PROFESSIONAL INFORMATION REQUIREMENTS**

1. Names and resumes of attorneys who will be assigned to provide legal services to the College.
2. A narrative statement of the Respondent's understanding of the College's needs and goals.
3. List all cases in which you sued the College or in which you represented a client that sued the College within the past five (5) years.

## **VI. EVALUATION CRITERIA**

The College's objective in soliciting Qualifications Statements is to enable it to select a Respondent that will provide high quality and cost-effective services to the College. The following criteria will be used to evaluate each proposal submitted. Each proposal must contain sufficient information that will address each and every evaluation criteria point.

### **TECHNICAL CRITERIA**

1. Does Counsel's proposal demonstrate a clear understanding of the type of work the College is seeking?
2. Is Counsel's proposal complete and responsive to the specific RFQ requirement?

### **MANAGEMENT CRITERIA**

#### **Case Management**

1. Do you use a case management plan? If so, which one.
2. History and experience in performing the work.
  - a. Has counsel performed any prior legal work on behalf of the College? Y/N. List any cases you represented the College in the last five (5) years.
  - b. Does counsel demonstrate a track record of experience in dealing with matters for which it is seeking qualification?
  - c. The number of years counsel has been in practice and in dealing with matters of the type for which it is seeking qualification.
  - d. Qualifications and experience of attorneys and staff in performing the work.
  - e. Effectiveness of diversity initiatives and demonstrated impact of those efforts on the quality of counsel's work.

### **PRICE CRITERIA**

The College will pay at a rate of \$150.00 per hour to a maximum of \$350.00 per hour.

The College will select the most advantageous Qualification Statements based on all of the evaluation factors set forth in this RFQ. The College reserves the right to not select any of the Qualification Statements.

The College shall not be obligated to explain the results of the evaluation process to any Respondent.

## **VII. OTHER**

The actual terms and conditions of any contract entered into by the College for provisions of legal services shall be as promulgated by the College at the time of the making of such a contract.

### **TRAVEL, ADMINISTRATIVE AND OTHER FEES**

The cost proposal submitted by respondents shall be inclusive of any and all cost pertaining to travel to and from any site, administrative fees, and any other fees. Essex County College will not pay any costs for travel, administrative, or any other fees.

From the date of issuance of this RFQ until the final selection is made, proposers shall not contact any public employee/official who is involved in any way with the RFQ, including but not limited to employees/officials of Essex County College or any consultant or advisor thereof.

### **KEY DATES**

Advertised Date: February 8, 2024  
Last Day for Questions: Monday, February 12, 2024 @ 9:00 AM  
RFQ Due Date and Time: Thursday, February 29, 2024 @ 10:00 AM EST  
(No public bid opening)

### **PROPOSAL SUBMITTAL**

Please carefully read the entire RFQ for Legal Services prior to completing the qualification sheet. Each respondent is responsible for any costs associated with submitting a response to this RFQ. The College will not reimburse any respondent for any costs associated with the preparation and submission of any statements or for any other activity associated with this RFQ.

**Submission by fax or e-mail is NOT PERMITTED.**

All responses shall be made in accordance with guidance received from the Purchasing Department and shall be returned to the address below in sealed envelopes bearing on the outside the name of the vendor:

For USPS/Hand delivery, the mailing address is:

Ms. Denise Williams  
Essex County College  
303 University Avenue,  
Purchasing Department  
6<sup>th</sup> Floor, Room #6108  
Newark, New Jersey, 07102  
**RE: RFQ #8181 Legal Services**



## **CONTACT FOR ALL QUESTIONS**

The specific section, bid number, and page number to which each question refers are to be indicated. The College will have a reasonable amount of time to respond to questions or concerns. It is the College's intent to respond to all appropriate questions and concerns; however, the College reserves the right to decline to respond to any question or concern.

Any response by the College to inquiries from one respondent will be furnished to all vendors as an amendment or clarification to this bid, if this information is necessary for submitting qualifications or if the lack of such information would be prejudicial to a uniform response.

As a courtesy if not bidding, please respond No-Bid with brief explanation via e-mail to [purchasing@essex.edu](mailto:purchasing@essex.edu)

Inquiries on matters requiring further clarification concerning the contents of this document should be directed in written form via email to:

Ms. Denise Williams  
Director of Purchasing  
**RE: RFQ #8181 Legal Services**  
E-mail: [purchasing@essex.edu](mailto:purchasing@essex.edu)

## **CONTRACT PERIOD**

This contract agreement shall cover a period of one (1) year, with an option to renew for one (1) year period. Renewals may be exercised by the College in its sole discretion, please review the attached standard contract terms and conditions.

## **BID FORMAT**

Vendors must include one (1) original and three (3) hard copies of their bid and one (1) electronic copy on a portable USB flash drive.

## **INSURANCE REQUIREMENTS**

The insurance documents include but are not limited to the following coverages. The successful bidder shall provide coverage so that all insurance coverage must be in effect no later than 12:01 A.M. EST at the start of the day of the contract and remain in effect for the duration of the contract, including any extensions.

1. The coverage maintained by the Contractor shall be written by companies licensed to do business in the State of New Jersey and maintaining an AM BEST rating of A- or better with a financial size rating of Class IX or larger. *All insurance shall contain a waiver of subrogation against the Owner.*
2. Commercial General Liability insurance is written on an occurrence form including independent contractor liability, products/completed operations liability, and contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this contract. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the Owner. Commercial General Liability:

The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, two million dollars

(\$2,000,000) product/completed operations aggregate. The Products and Completed Operations insurance shall be maintained for one (1) year or more after final payment. A “per project endorsement” shall be included, so that the general aggregate limit applies solely to the project that is the subject of this contract.

3. Commercial Auto Liability: Liability covering owned, non-owned, and hired vehicles. The limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence.
4. Excess Liability applying excess of primary to the commercial general liability, commercial automobile liability, and employer’s liability insurance shall be provided with minimum limits (\$1,000,000) per occurrence and a (\$1,000,000) general aggregate.
5. Worker’s Compensation: Worker's Compensation Insurance applicable to the laws of the State of New Jersey and other State or Federal jurisdictions required to protect the employees of the Contractor and any Subcontractor who will be engaged in the performance of this Contract. The certificate must so indicate that no proprietor, partner, executive officer, or member is excluded. This insurance shall include Employers' Liability Protection with a limit of liability not less than one million dollars (\$1,000,000) bodily injury, each occurrence, one million dollars (\$1,000,000) disease, each employer, and two million dollars (\$2,000,000) disease, aggregate limit. Including the employer’s liability insurance under the umbrella insurance can satisfy the limit requirements.
6. Professional services errors and omissions coverage with limits not less than \$1,000,000 per occurrence.
7. The General Liability Insurance General Aggregate and Excess Liability limits shall apply and be written exclusively, in total, to this Project only. A per-project endorsement for all coverage and limits must be included in each policy.
  - Bodily injury and property damage insurance policies shall be so written as to provide coverage for special hazards where such hazards will be incidental to subcontractors’ work.
8. The contractor and subcontractor shall list, on the certificate of insurance, all additional insureds including:
  - Essex County College
  - Owners consultants, other consultants, agents, and employees, including its individual members.

# **FORMS THAT MUST BE COMPLETED AND SUBMITTED**

## BIDDERS CHECKLIST

### BID #8181 LEGAL SERVICES

Bidder is instructed to complete, sign, and return the following documents as a part of its proposal. **Initial next to the items and include the checklist in your submission.**

_____	Bid Pricing Form	
_____	Non-Collusion Affidavit	(Notarized)
_____	Statement of Ownership Disclosure	(Notarized)
_____	Affirmative Action Compliance Notice	
_____	Employee or Relative Disclosure Requirement Form	(Notarized)
_____	Mandatory Equal Employment Opportunity (EEO) Form	(Notarized)
_____	New Jersey Anti-Discrimination Provision	(Notarized)
_____	Americans with Disabilities Act of 1990	(Notarized)
_____	Federal Non-Debarment Certification	
_____	Contractor Questionnaire / Certification	
_____	Disclosure of investigation and actions involving bidder	
_____	Trade Reference	
_____	Consent to Thirty-Day Extension	
_____	Addendum(s)	
_____	Vendor Information Form	
_____	Minority and Women-Owned Business Declaration Form	
_____	Bidder's Certification	
_____	W9 Form (download from the IRS website and submit with the package)	
_____	Federally Funded Procurements	
_____	Certification Regarding Lobbying	

### ITEMS MUST BE PROVIDED PRIOR TO THE TIME A CONTRACT IS AWARDED:

_____	State of New Jersey Business Registration Certificate (BRC)
_____	Certificate of Liability Insurance
_____	Disclosure of Investment Activities in Iran
_____	Employee Information Report (Form AA-302)

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

\_\_\_\_\_  
Phone #

&

\_\_\_\_\_  
Fax #

\_\_\_\_\_  
Name of Firm

## BID PRICE SHEET

### BID #8181 LEGAL SERVICES

**RATES (Only within \$150 - \$350/hr.)**

**TOTAL**

1. Partner \$\_\_\_\_\_

2. Counsel/ Co Counsel \$\_\_\_\_\_

3. Associate \$\_\_\_\_\_

4. Paralegal \$\_\_\_\_\_

\*If a particular area of law requires a higher rate than your firms typical charge, please specify rate and indicated that area of Law. \$\_\_\_\_\_

Acknowledged for: \_\_\_\_\_  
(Name of Bidder/Company)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

## NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

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

in the County of \_\_\_\_\_ and State of \_\_\_\_\_, of full age,

being duly sworn according to the law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_ (name of  
(title or position) 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 the said proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Trustees of Essex County College relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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

\_\_\_\_\_  
(name of firm)

\_\_\_\_\_  
Authorized Bidder's Representative

\_\_\_\_\_  
Type or print the name of the representative

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

\_\_\_\_\_  
(Affiant/Notary)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Print name & title of  
affiant/Notary)  
(Corporate Seal)

## **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, 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% or more of its stock, of any class, or of all individual partners in the partnership who own a 10% or greater interest therein, or of all members in the limited liability company who owns a 10% 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% or more of its stock, of any class, no individual partner in the partnership owns a 10% or greater interest therein, or no member in the limited liability company owns a 10% 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	Address

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

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

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

**Please list** the names and addresses of each stockholder, partner, or member owning a 10 percent or greater interest in any corresponding corporation, partnership, and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every 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	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 the Board of Trustees of Essex County College is relying on the information contained herein and that thereby acknowledge that I am under continuing obligation from the date of this certification through the completion of any contracts with the College to notify the College in writing of any changes to answers and information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with Essex College and that the College at its option may declare any contract(s) resulting from this certification void and unenforceable.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Subscribed and sworn before me this \_\_\_\_ day of  
\_\_\_\_\_, 2 \_\_\_\_.

\_\_\_\_\_  
(Affiant/Notary)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Print name & title of affiant/Notary)  
(Corporate Seal)

## **AFFIRMATIVE ACTION COMPLIANCE NOTICE**

### **N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

This form is a summary of the successful vendor's requirement to comply with the requirements of N.J.S.A. 5-31 and N.J.A.C. 17:27-1 et seq.

The successful vendor shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

**[ ] A COPY OF 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;**

OR

**[ ] A COPY OF A VALID LETTER THAT THE CONTRACTOR IS OPERATING UNDER AN EXISTING FEDERALLY APPROVED OR SANCTIONED AFFIRMATIVE ACTION PROGRAM (GOOD FOR ONE YEAR FROM THE DATE OF THE LETTER);**

OR

**[ ] A COPY OF A CERTIFICATE OF EMPLOYEE INFORMATION REPORT (CEIR) APPROVAL, ISSUED IN ACCORDANCE WITH N.J.A.C. 17:27-4.**

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her Bi/Proposal shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND AUTHORIZED BY THE FOLLOWING SIGNATURE FOR COMPLIANCE AS SPECIFIED IF AWARDED THIS CONTRACT.

COMPANY NAME: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ Bid/Proposal # \_\_\_\_\_

## **EMPLOYEE OR RELATIVE DISCLOSURE REQUIREMENT**

This form is to be completed by all bidders seeking the award of any contract. No bidder shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds by Essex County College, unless prior to the receipt of the bid or accompanying the bid, the bidder has submitted a statement setting for the information solicited below.

1. State if you or your employees (if known) are currently employed at Essex County College.

Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please indicate the name and position held at Essex County College.

\_\_\_\_\_

2. State if any shareholder who owns 10% or more of your stock, if a corporation or partner who holds 10% or more of an interest, if a partnership, is currently employed at Essex County College. Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please indicate the name and position held at Essex County College

\_\_\_\_\_

3. State if you, or any stockholder, who owns 10% or more of your stock, if a corporation, or any partner who owns 10% or more of an interest, if a partnership, as the case may be, has any relatives employed at the College? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate their names and the nature of the relationship (e.g., brother, cousin, parent, or child).

\_\_\_\_\_

By: \_\_\_\_\_

(Name of Contractor)

\_\_\_\_\_

(Address)

\_\_\_\_\_

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

(Type or print the name of the affiant along with the signature)

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of

My Commission Expires

## **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27-1.1 et seq.**

### **GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS**

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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

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

The contractor shall submit to the public agency, after notification of award but prior to execution of 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 AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

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

This Agreement entered into as of the day and year have first written above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Attest:

\_\_\_\_\_  
(Seal) Secretary Name

\_\_\_\_\_  
Signature

(Seal)

\_\_\_\_\_  
Subscribed and sworn to \_\_\_\_\_  
(Type or print the name of the affiant along with the signature)

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of  
My Commission Expires

**NOTE: THIS STATEMENT MUST BE COMPLETED, SIGNED, NOTARIZED, AND RETURNED WITH YOUR BID/PROPOSAL.**

## NEW JERSEY ANTI-DISCRIMINATION PROVISIONS

### N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling, or furnishing of any such materials, equipment, supplies, or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling, or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

\_\_\_\_\_  
(name of firm)

\_\_\_\_\_  
Authorized Bidder's Representative

\_\_\_\_\_  
Type or print the name of the representative

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

\_\_\_\_\_  
(Affiant/Notary)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Print name & title of  
affiant/Notary)  
(Corporate Seal)

# AMERICANS WITH DISABILITIES ACT OF 1990

## Equal Opportunity for Individuals with Disability

The contractor and the owner do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

\_\_\_\_\_  
(name of firm)

\_\_\_\_\_  
Authorized Bidder's Representative

\_\_\_\_\_  
Type or print name of representative

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_

\_\_\_\_\_  
(Affiant/Notary)

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Print name & title of  
affiant/Notary)  
(Corporate Seal)

**CERTIFICATION OF NON-DEBARMENT  
FOR FEDERAL GOVERNMENT CONTRACTS**

N.J.S.A. 52:32-44.1 (P.L. 2019, c.406)

**This certification shall be completed, certified to, and submitted to the contracting unit prior to contract award, except for emergency contracts where submission is required prior to payment.**

<b>PART I: VENDOR INFORMATION</b>	
Individual or Organization Name	
Physical Address of Individual or Organization	
Unique Entity ID (if applicable)	
CAGE/NCAGE Code (if applicable)	
<b>Check the box that represents the type of business organization:</b>	

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

<b>PART II – CERTIFICATION OF NON-DEBARMENT: Individual or Organization</b>			
<p>I hereby certify that the <b>individual or organization listed above in Part I</b> is not debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>Essex County College</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <b>Essex County College</b> to notify the <b>Essex County College</b> 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 <b>Essex County College</b> permitting the <b>Essex County College</b> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	



**PART III – CERTIFICATION OF NON-DEBARMENT: Individual or Entity Owning Greater than 50 Percent of Organization**

**Section A (Check the Box that applies)**

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
<b>Name of Individual or Organization</b>	
<b>Physical Address</b>	
<b>OR</b>	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.
<b>Section B (Skip if no Business entity is listed in Section A above)</b>	
<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of the voting stock of the organization's parent entity, or of the partner in the partnership who owns more than 50 percent interest in the organization's parent entity, or of the member of the limited liability company owning more than 50 percent interest in organization's parent entity, as the case may be.
<b>Stockholder/Partner/Member Owning Greater Than 50 Percent of Parent Entity</b>	
<b>Physical Address</b>	
<b>OR</b>	
<input type="checkbox"/>	No one stockholder in the parent entity corporation owns more than 50 percent of its voting stock, no partner in the parent entity partnership owns more than 50 percent interest therein, or no member in the parent entity limited liability company owns more than 50 percent interest therein, as the case may be.

Section C – Part III Certification			
<p>I hereby certify that no individual or organization that is debarred by the federal government from contracting with a federal agency owns greater than 50 percent of the <b>Organization listed above in Part I</b> or, if applicable, owns greater than 50 percent of a parent entity of _____ <b>&lt;name of organization&gt;</b>. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>Essex County College</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award <b>Essex County College</b> to notify the <b>Essex County College</b> 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 <b>Essex County College</b>, permitting the <b>Essex County College</b> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):		Title:	
Signature:		Date:	

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities	
Section A	
<input type="checkbox"/>	<p>Below is the name and address of the corporation(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent of voting stock, or of the partnership(s) in which the <b>Organization listed in Part I</b> owns more than 50 percent interest therein, or of the limited liability company or companies in which the <b>Organization listed above in Part I</b> owns more than 50 percent interest therein, as the case may be.</p>
Name of Business Entity	Physical Address
**Add additional sheets if necessary**	
OR	
<input type="checkbox"/>	<p>The <b>Organization listed above in Part I</b> does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.</p>

Section B (skip if no business entities are listed in Section A of Part IV)			
<input type="checkbox"/>		Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).	
Name of Business Entity Controlled by Entity Listed in Section A of Part IV		Physical Address	
**Add additional Sheets if necessary**			
OR			
<input type="checkbox"/>		No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.	
Section C – Part IV Certification			
<p>I hereby certify that the <b>Organization listed above in Part I</b> does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the <b>Essex County College</b> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the date of contract award by <b>Essex County College</b> to notify the <b>Essex County College</b> 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 <b>Essex County College</b>, permitting the <b>Essex County College</b> to declare any contract(s) resulting from this certification void and unenforceable.</p>			
Full Name (Print):			Title:
Signature:			Date:

## CONTRACTOR QUESTIONNAIRE/CERTIFICATION

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

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

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

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

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

E-Mail \_\_\_\_\_

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

### QUESTIONNAIRE

1. How many years have you been engaged in the contracting business under your present firm or trading name?  
\_\_\_\_\_ Years

2. Have you ever failed to complete any work awarded to your company?

☐ Yes

☐ No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

3. Have you ever defaulted on a contract?

☐ Yes

☐ No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

4. Have you or other principals of your company been debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in any public works projects by any federal, state, or local agencies?

☐ Yes

☐ No

If yes, explain \_\_\_\_\_

\_\_\_\_\_

# Certifications

- Debarment

I certify that the entity listed on the form or any person employed by this entity, are not presently on the following:

- New Jersey Department of Treasury – Consolidated Debarment Report
- New Jersey Department of Labor – Prevailing Wage Debarment List
- Federal Debarred Vendor List – Excluded Parties List System

- Direct/Indirect Interest

I declare and certify that no member of the Essex County College, nor any officer or employee or person whose salary is payable in whole or in part by said College 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 College member, employee, officer of the College 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.

I certify that I am not an official or employee of the Essex County College.

- 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, College member or employee of the Essex County College.

- False Material Representation

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 Company

---

President or Authorized Agent

---

Signature

## **DISCLOSURE OF INVESTIGATION AND ACTIONS INVOLVING BIDDER**

The bidder shall provide a detailed description of any investigation, or litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition.

### **Investigation:**

Indicate "NONE" in the "Person or Entity" field if no investigation where undertaken.

Person or Entity	
Date of Inception	
Caption of Action	
Brief Description of the action	
Current Status	
Disposition Status (if applicable)	

**All Answers to the above shall be submitted and certified by the principal/partner of the bidding entity authorized to do so.**

I certify that all answers submitted above are true and correct:

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

Officer of the Bidder's name \_\_\_\_\_

Officer of the Bidder's Signature \_\_\_\_\_

---

**\*Attach/Add Investigation Information**

**TRADE REFERENCES – FOR PROJECTS OF A SIMILAR SCOPE AND NATURE TO  
BE PROVIDED BY EACH BIDDER FOR THE PROJECT CONTRACT**

Bidders are to provide evidence of satisfactory completion of work of similar nature as outlined in the bid from a **minimum of three (3) similar contracts** with educational institutions, preferably in New Jersey, **within the past five (5) years.** (Attach additional pages as necessary)

NAME OF COMPANY: \_\_\_\_\_

**#1: PROJECT TITLE:** \_\_\_\_\_

LOCATION: \_\_\_\_\_ \$VALUE: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

CLIENT ADDRESS: \_\_\_\_\_

CLIENT PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**#2: PROJECT TITLE:** \_\_\_\_\_

LOCATION: \_\_\_\_\_ \$VALUE: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

CLIENT ADDRESS: \_\_\_\_\_

CLIENT PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**#3: PROJECT TITLE:** \_\_\_\_\_

LOCATION: \_\_\_\_\_ \$VALUE: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

CLIENT ADDRESS: \_\_\_\_\_

CLIENT PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**#4: PROJECT TITLE:** \_\_\_\_\_

LOCATION: \_\_\_\_\_ \$VALUE: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

CLIENT ADDRESS: \_\_\_\_\_

CLIENT PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**#5: PROJECT TITLE:** \_\_\_\_\_

LOCATION: \_\_\_\_\_ \$VALUE: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

CLIENT ADDRESS: \_\_\_\_\_

CLIENT PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

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

Fax Number (     ) \_\_\_\_\_ E-Mail \_\_\_\_\_

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



**CONSENT TO THIRTY-DAY EXTENSION FOR AWARDING OF BIDS**

In accordance with the provisions of N.J.S.A. 18A:64a-25.18, Essex County College hereby requests that any bidder who so chooses consent to the extension and holding of its bid price from sixty (60) to ninety (90) days. The ninety-day period shall be computed commencing with the date designated as the final date for receipt of the bid due date. The College, in its sole discretion, may award a contract or reject all bids at any date up until the expiration date. If the bidder consents to the extension, it may not make any claim for an increase in its bid quote, whether based on materials, labor, an extension of time, or any other factor.

If your firm agrees to consent to hold its bid pricing, please sign the below acknowledgment.

Acknowledged for: \_\_\_\_\_  
(Name of Bidder/Company)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

**NOTE:** This form must be submitted whether or not addenda were issued. If no addenda were issued, check the “No Addenda were received box” and complete the signature section.

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<b><u>Addendum Number</u></b>	<b><u>Date</u></b>	<b><u>Acknowledge Receipt (initial)</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_ No Addenda were received or included with the bid package:

Acknowledged for: \_\_\_\_\_  
(Name of Bidder/Company)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

## VENDOR REGISTRATION FORM

### MAILING ADDRESS FOR PURCHASE ORDERS:

Company Name (as recorded with IRS): \_\_\_\_\_ DBA: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Suite: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### MAILING ADDRESS FOR PAYMENTS (if different from above):

Company Name (as recorded with IRS): \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Suite: \_\_\_\_\_ PO Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### SALES CONTACT INFORMATION:

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Taxpayer Identification Number (TIN): \_\_\_\_\_

☐ Taxpayer Identification Number (TIN) for Profit Organizations

☐ Taxpayer Identification Number (TIN) for Non-Profit Organization

**NOTE: W-9 FORM MUST BE INCLUDED  
NON-PROFIT ORGANIZATIONS - LETTER OF THE 501(C)(3) IS REQUIRED**

### ACCOUNTS RECEIVABLE CONTACT INFORMATION:

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## **THIS SECTION MUST BE FILLED**

#### Check those that apply:

- ☐ SBE Small Business Enterprise
- ☐ MBE Minority Business Enterprise
- ☐ WBE Woman Business Enterprise
- ☐ MWBE Minority Woman Business Enterprise
- ☐ SMBE Small Minority Business Enterprise
- ☐ SMWBE Small Minority Women Business Enterprise
- ☐ SWBE Small Woman Business Enterprise
- ☐ Non-SBE/MBE/WBE/MWBE/SMBE/SMWBE/SWBE

#### Ethnicity:

- ☐ African American
- ☐ Asian American
- ☐ Caucasian American
- ☐ Hispanic American
- ☐ Multiple Ethnicities
- ☐ Native American
- ☐ Unspecified

## MINORITY AND WOMEN OWNED BUSINESS DECLARATION FORM

Essex County College is attempting to identify vendors who qualify as a minority or women business in accordance with New Jersey Executive Order #34. If your business falls into one of the categories below and you would like to answer the following questions voluntarily, please do so. If your business does not fall into one of these categories, please leave this form blank.

Please be advised that Essex County College will continue to award all bid and purchase orders in accordance with the established New Jersey Statutes for Bidding and Contracts N.J.S.A.18A:64A-25.1 et seq.

The decision to complete this form will be done strictly on a voluntary basis. Essex County College guarantees that your company will not be penalized in anyway if you choose not to participate.

**COMPANY NAME:** \_\_\_\_\_

Are you Minority-Owned business? **Yes** ☐ **No** ☐

If yes, please check the item that best describes your business

**African American** ☐  
**Asian American** ☐  
**Hispanic American** ☐  
**Native American** ☐  
**Caucasian American** ☐  
**Other Minority** ☐

Are you a Women-Owned business? **Yes** ☐ **No** ☐

If yes, please check the item that best describes your business

**Caucasian Woman** ☐  
**Minority Woman** ☐

\_\_\_\_\_  
Signature of Vendor

**NOTE:** All vendors are required to submit a New Jersey Business Registration Certification (P.L. 200, c.134 & P.L. 2004, c.57). Vendors conducting business with any State/County agency will be required to be registered with the New Jersey Division of Revenue. The vendor will be required to submit, as part of a public bid or prior to issuing a purchase order, a Business Registration Certificate issued by the Department of Treasury, Division of Revenue, with the State of New Jersey. If your business is not register, you can go to the following website, <http://www.state.nj.us/treasury/revenue/busregcert.shtml>, or contact the New Jersey Division of Revenue to obtain information regarding how to register your business.

## BIDDERS' CERTIFICATION

State of \_\_\_\_\_)

County of \_\_\_\_\_)

The undersigned, having knowledge of and authority to bind the BIDDER to the information herein, hereby swears, upon his oath, according to law,

1. I am the undersigned, who, on behalf of the BIDDER and with full authority to do so, has executed this Certification in connection with its Bid;
2. That the BIDDER is registered with the State of New Jersey, Department of the Treasury, Division of Revenue (ATTACH COPY OF BUSINESS REGISTRATION CERTIFICATE);
3. That the BIDDER is authorized by the New Jersey Department of the Treasury to perform work in New Jersey (ATTACH COPY OF CERTIFICATE OF AUTHORITY TO PERFORM WORK IN NEW JERSEY); and
4. The 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 within Bid;
5. 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 employee or bona fide established commercial or selling agencies identified as follows:  
  
\_\_\_\_\_
6. The BIDDER is not, as of this date, and has not been at any time within three (3) years immediately preceding the date on which Bids were received, included on the New Jersey State Treasurer's List of Debarred, Suspended or Disqualified Bidders; the BIDDER hereby acknowledges that it may be debarred, suspended or disqualified from contracting with the OWNER if it commits any of the acts listed in N.J.A.C. 7:1-5.2 and further acknowledges its obligation to notify the OWNER immediately if it appears that said BIDDER may be added to any such list.
7. All statements and representations contained in the BIDDER's Bid are true, complete and correct, and made with full knowledge that the OWNER shall rely upon same in awarding a public contract for the Work as defined in the Contract Documents.

Bidder's Authorized Representative  
(MUST BE PRINCIPAL OWNER OR OFFICER OF BIDDER):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name and Title

Notary Public: Sworn and Subscribed before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Print or Type Notary's Name

Commission expires: \_\_\_\_\_ Notary's Seal: \_\_\_\_\_

**The College hereby certifies that the NJ State Treasury Department debarment list has been checked by the issuing buyer and the successful bidder is not debarred.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name and Title

**Request for Taxpayer  
Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

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

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

<b>Social security number</b>									
				-					
or									
<b>Employer identification number</b>									
				-					

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

**Sign Here**  
Signature of U.S. person ►

Date ►

**General Instructions**

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

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

**Purpose of Form**

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

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

## Updating Your Information

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

## Penalties

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

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

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

## Specific Instructions

### Line 1

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

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

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

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

### Line 4, Exemptions

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

#### Exempt payee code.

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

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

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947



The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

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

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

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

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

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

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

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

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

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

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

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>*</sup>
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

# BUSINESS REGISTRATION CERTIFICATE (BRC)

The State of New Jersey rules generally **DOES NOT** allow the College to issue a **Purchase Order, nor can any payments be processed to vendors**, if a Business Registration Certificate is not provided.

## NOTICE TO VENDOR

In accordance with provisions of P.L. 2004C.57, N.J.S.A. 52:32-44, any business entering into a contract (i.e. Purchase Order, Blanket Purchase Order, Fair, and Open Bid, etc.) with a local contracting agency is required to be registered with the New Jersey Division of Revenue and must provide proof of a Business Registration Certificate (BRC).

Essex County College is required to obtain, and maintain a record of BRCs from all vendors with purchases **15% of the Bidding Threshold**. The mandatory collection and record-keeping of this information promote transparency in the process of awarding public contracts.

- If you are a registered vendor, please furnish a copy. (see sample attached)
- You may obtain a certificate online by accessing the following link:  
[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp)
- If you are not registered, you will need to complete **FORM NJ-REG**.
- For more information on how to obtain a certificate, visit:  
<http://www.state.nj.us/treasury/revenue/busregcert.shtml>  
or by calling NJ State Treasury Department at (609) 292-9292.

## DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

<b>Bidder Name:</b>	
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### Part 1: Certification

BIDDERS ARE TO COMPLETE PART 1 BY CHECKING **EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at [www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf). Bidders must review this list prior to completing the below certification. Failure to complete the certification may render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

#### CHECK THE APPROPRIATE BOX:

☐

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

**OR**

☐

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

### Part 2 – Additional Information

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN. You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran on additional sheets provided by you.

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### Part 3: Certification

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

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

## STATE OF NEW JERSEY

## Division of Purchase & Property Contract Compliance Audit Unit EEO Monitoring Program

## EMPLOYEE INFORMATION REPORT

**IMPORTANT**-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: [https://www.nj.gov/treasury/contract\\_compliance/documents/pdf/forms/aa302ins.pdf](https://www.nj.gov/treasury/contract_compliance/documents/pdf/forms/aa302ins.pdf)

## SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY		2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER		3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY	
1. COMPANY NAME			COMPANY E-MAIL		
2. STREET		CITY	COUNTY	STATE	ZIP CODE
3. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE)			CITY	STATE	ZIP CODE
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER					
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ				<input type="text"/>	
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT				<input type="text"/>	
10. PUBLIC AGENCY AWARDED CONTRACT		CITY	COUNTY	STATE	ZIP CODE

Official Use Only	DATE RECEIVED	INAUG.DATE	ASSIGNED CERTIFICATION NUMBER

## SECTIONB -EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. ***DONOTSUBMIT ANEEO-1REPORT.***

[illegible]

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify) _____		14. IS THIS THE FIRST Employee Information Report Submitted?	15. IF NO, DATE LAST REPORT SUBMITTED  <div style="text-align: center;">MO. DAY YEAR</div> <div style="display: flex; justify-content: space-around; height: 60px;"> <div></div> <div></div> <div></div> </div>
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____		1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	

### SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)		SIGNATURE		TITLE		DATE MO DAY YEAR	
17. ADDRESS NO. & STREET		CITY		COUNTY	STATE	ZIP CODE PHONE (AREA CODE, NO., EXTENSION)	

# SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 111XX

## CERTIFICATE OF EMPLOYEE INFORMATION REPORT

### INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.  
33 WEST STATE STREET  
TRENTON, NJ 08625

**VOID**



State Treasurer

## **FEDERALLY FUNDED PROCUREMENTS**

### **Federal Equal Opportunity Notification**

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA) on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title I Financially assisted program or activity; providing opportunities in or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity. If you think that you have been subjected to discrimination under a WIA Title I financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipients has designated for this purpose); or the Director, Civil Rights Center (CRC) US Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington DC 20210. If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with the CRC. However, you must file your CRC Complaint within 30 days of the 90-day deadline (in other words, with 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision of resolution, you may file a complaint with CRC. You must file your CRC Complaint within 30 days of the date on which you received the Notice of Final Action.

### **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)**

Contracts and sub-grants in excess of \$2,000 for construction or repairs awarded by recipients and sub-recipients must include a provision for compliance with Copeland "Anti-Kickback" Act (18 U.S.C 874) as supplemented by Department of Labor regulations (29 CFR Part 3 - Bidders and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Act provides that each Bidder or sub-recipient shall be prohibited from inducing, by any means any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

### **Davis-Bacon Act, as amended (40 U.S.C 276a to a-7)**

When required by Federal program legislation, all construction contracts awarded by the recipients and sub-recipients of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C 276a to a-7) and as supplemented by the Department of Labor regulations (29 CFR Part 5 – Labor Standards Provision Application to Contracts Governing Federally Financed and Assisted Construction). Under this Act, Bidders shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specific in a wage determination made by the Secretary of Labor. In addition, Bidders shall be required to pay wages not less than once a week.

### **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)**

Where applicable, all contracts awarded by recipients in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers must include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by the Department of Labor regulations (29 DRF Part 5). Under Section 102 of the Act, each Bidder shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week.



Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts from transportation or transmission of intelligence.

**Rights to Inventions Made Under Contract or Agreement**

Contracts or agreements for the performance of experimental, developmental or research work must provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR Part 401 – Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations promulgated by the awarding agency.

**Clean Air Act (42 U.S.C. 7401 et seq.) and Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** As amended, Contracts and sub grants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.) Violations shall be reported to ED and the Regional Office of the Environmental Protections Agency (EPA).

**Byrd Anti-Lobbying Amendment (31 U.S.C 1352)**

Vendor contract awards in excess of \$100,000 shall file the attached certification. Each tier certifies to the tier above that it will not and has not used Federal appropriation funds to pay any person or organization for influencing or attempting an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. The disclosures are forwarded from tier to tier up to the recipient.

**Debarment and Suspension (E.O. 12549 and E.O. 12689)**

A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusion in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p 189) and 12689 (CFR Part 1989 Comp., p 235). Debarment and Suspension. SAM Exclusions contains the names and parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref 2 CFR 200.212).

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**CERTIFICATION**

*By signing below, vendors certify that they will comply with the following regulations when federal funds are used. **The College will indicate on the purchase order when the funding source is federal.** If the contract exceeds \$100,000, a “Certification Regarding Lobbying” and, if applicable, the “Disclosure of Lobbying Activities” must be submitted (forms to be provided separately).*

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Signature

Date

---

Name (Print)

Title

---

Firm Name

Email

## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub- recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Street address: \_\_\_\_\_

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

\_\_\_\_\_  
CERTIFIED BY: (type or print)

\_\_\_\_\_  
TITLE:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to  
31 U.S.C. 1352 (See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> a. bid/offer/application _____ b. initial award c. post-award	<b>3. Report Type:</b> a. initial filing _____ b. material change  <b>For material change only:</b> Year _____ quarter _____ Date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known:  Congressional District, if known:		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only</b>	<b>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</b>	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31

U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send

comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

# **CONTRACT LANGUAGE YOU MUST READ**

## **CONTRACT TERMS AND CONDITIONS**

The Bidder and the Owner agree to the following terms and conditions. The bid documents and the contract terms and conditions constitute the agreement between the parties.

The word “bid” / “proposal” / “quote” herein is intended to be all-inclusive of any and all types of bids, proposals, etc., to be submitted.

- A. It is the bidder's responsibility to present bids/proposals/quotes to the owner before or at the time and the place designated. Bids/Proposals may be hand-delivered or mailed; however, the owner disclaims any responsibility for bids/proposals forwarded by regular or overnight mail. Bids/Proposals sent by express mail or delivery service must either
  1. Include the designation, above on the outside of the express mail or service envelope; or
  2. Must be in a separate envelope inside the delivery envelope and the envelope marked as required above. Bids/Proposals/Quotes received after the designated time and date will be returned unopened.
- B. Sealed bids/proposals forwarded to the owner before the time of opening of bids/proposals may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid/proposal. Once bids/proposals have been opened, they shall remain firm for sixty (60) calendar days.
- C. More than one bid/proposal/quote from an individual, any business entity, regardless of structure, or association under the same names shall not be considered.
- D. All prices and amounts must be written in ink or preferably machine-printed. Bids/Proposals/Quotes containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form, attachment of additive information not required by the specifications, or irregularities of any kind, may be cause for rejection by the owner following applicable law. Any changes, whiteouts, strikeouts, etc. in the bid/proposal must be initialed in ink by the person signing the bid/proposal.
- E. Each bid/proposal/quote form must give the full business name and address, business phone, fax, e-mail, and the contact person of the bidder, and be signed by an authorized representative as follows:
  1. Bids/Proposals/Quotes by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing.
  2. Bids/Proposals/Quotes by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated, and must contain the signature and designation of the president, secretary, or other person authorized to bind the corporation in the matter.
  3. Bids/Proposals/Quotes by sole-proprietorship shall be signed by the proprietor.
  4. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.
- F. Bidder should be aware of the following statutes that represent “Truth in Contracting” laws:
  1. N.J.S.A. 2C:21-34, et seq. governs false contract payment claims and representations by bidders. It is a serious crime for the bidder to knowingly submit a false contract payment claim and/or knowingly make a material misrepresentation.
  2. N.J.S.A. 2C:27-10 provides that a public servant commits a crime if said public servant solicits or receives a benefit directly or indirectly, for an official act performed or to be performed by a public servant, which is a violation of official duty.
  3. N.J.S.A. 2C:27-11 provides that a bidder commits a crime if a said person, directly or indirectly, confers or agrees to confer any benefit not allowed by law to a public servant.
  4. The bidder should consult the statutes or legal counsel for further information.
- G. **LICENSING**  
The contractor represents that it possesses any license or permits that may be required to perform its Contract work.
- H. **OSHA**  
The contractor shall comply with all applicable requirements of the Occupational Safety and Health Act, 29 U.S.C. 15, in the performance of the work and services of this Contract.
- I. **APPLICABLE STATE LAW REGARDING CLAIMS**  
**This Contract is subject to all provisions** of the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq.
- J. **Pay-to-Play Disclosure** - Business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or [www.elec.state.nj.us](http://www.elec.state.nj.us).
- K. Official Request for Bid/Proposal/Quotes packages is available from the owner's website at [purchasing@essex.edu](mailto:purchasing@essex.edu) with a non-refundable fee mentioned on the Legal Notice to Bidders to prospective respondents. All addenda are posted on this site. Potential

respondents are cautioned that they respond at their own risk if a third party supplied the specifications that may or may not be complete. The owner is not responsible for the third-party-provided documents. Respondents are urged to register their contact information on the owner's website so that the college can send any addenda to these specifications to them.

## **BID SECURITY AND BONDING REQUIREMENTS**

### **A. BID GUARANTEE**

Bidder shall submit with the bid/proposal a certified check, cashier's check, or bid bond in the amount of ten percent (10%) of the total price bid, but not in excess of \$20,000, payable unconditionally to the owner. When submitting a Bid Bond, it shall contain Power of Attorney for the full amount of the Bid Bond from a surety company authorized to do business in the State of New Jersey and acceptable to the owner. *The check or bond of the bidder to whom the contract is awarded shall be retained until a contract is executed and the required performance bond or other security is submitted.* The check or bond of the successful bidder shall be forfeited if the bidder fails to enter into a contract pursuant to N.J.S.A. 18A:64A-25.16.

The Bid Bond shall include a valid Power of Attorney authorizing the Attorney-in-Fact to execute the documents. Failure to submit a bid guarantee shall result in the rejection of the bid/proposal.

### **B. CONSENT OF SURETY**

Bidder shall submit with the bid a Certificate (Consent) of Surety with Power of Attorney for the full amount of bid price from a Surety Company authorized to do business in the State of New Jersey, and acceptable to the owner stating that it will provide said bidder with a Performance Bond in the full amount of the bid. This certificate shall be obtained in order to confirm that the bidder to whom the contract is awarded will furnish Performance and Payment Bonds from an acceptable surety company on behalf of said bidder, any or all subcontractors or by each respective subcontractor, or by any combination thereof which results in performance security equal to the total amount of the contract, pursuant to N.J.S.A. 18A:64A-25.17.

*The Consent of Surety shall include a valid Power of Attorney authorizing the Attorney-in-Fact to execute the documents. Failure to submit a Consent of Surety form shall result in rejection of the bid/proposal.*

### **C. PERFORMANCE BOND**

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

The performance bond provided shall not be released until final acceptance of the whole work and then only if any liens or claims have been satisfied. The surety on such bond or bonds shall be a duly authorized surety company authorized to do business in the State of New Jersey pursuant to N.J.S.A. 17:31-5. For multi-year contracts, the Performance Bond may be resubmitted each year on the Contract Anniversary Date for the amount remaining on the contract.

Failure to submit this with the executed contract shall be cause for declaring the contract null and void pursuant to N.J.S.A. 18A:64A-25.17.

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

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

Failure to submit a labor and material bond with the performance bond shall be cause for declaring the contract null and void.

### **E. MAINTENANCE BOND**

Upon acceptance of the work by the owner, the contractor shall submit a maintenance bond (N.J.S.A. 18A:64A-25.17) in an amount not to exceed 100% of the project costs guaranteeing against the defective quality of work or materials for the period of one year.

## **REVISIONS AND ADDENDA**

- A. The bidder understands and agrees that its bid/proposal/quote is submitted based on the specifications prepared by the owner. The bidder accepts the obligation to become familiar with these specifications.
- B. Bidders are expected to examine the specifications and related bid/proposal/quote documents with care and observe all their requirements. Ambiguities, errors, or omissions noted by bidders should be promptly reported in writing to the contracting agent. Any prospective bidder who wishes to challenge a bid/proposal/quote specification shall file such challenges in writing with the contracting agent no less than three business days before the opening of the bids/proposals. *Challenges filed after that time shall be considered void and have no impact on the county college or the award of a contract. In the event, that the bidder fails to notify the owner of such ambiguities, errors, or omissions, the bidder shall be bound by the requirements of the specifications and the bidder's submitted bid/proposal.*
- C. No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made to any bidder.



Such request shall be in writing and addressed to the owner's representative stipulated in the specification. To be given consideration, *a written request must be received at least three (3) business days before the date fixed for the opening of the bid/proposal/quote for goods and services, and construction bids.*

- D. *All revisions and addenda to the specifications and notice will be in writing and will be provided through an advertisement in The Star-Ledger, sent to potential bidders who provided a physical mail address when obtaining a copy of the bid/proposal package, or had submitted a bid/proposal submission. All addenda so issued shall become part of the specification and bid/proposal/quote documents and shall be acknowledged by the bidder in the bid by completing the Acknowledgement of Receipt of Addenda form. The owner's interpretations or corrections thereof shall be final.*

*When issuing addenda, the College shall provide required notice before the official receipt of bids/proposals/quotes to any person who has submitted a bid/proposal/quote or who has received a bid/proposal/quote package. They will be sent from certified mail or by certified facsimile transmission.*

E. Discrepancies in Bids/Proposals/Quotes

1. If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.
2. If there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error in the summation of the extended totals, the computation by the owner of the extended totals shall govern.

F. Optional Pre-Bid/Proposals Conference

Attendance is not mandatory but is strongly recommended. Failure to attend does not relieve the bidder of any obligations or requirements

**BRAND NAMES, STANDARDS OF QUALITY, AND PERFORMANCE**

- A. Brand names and/or descriptions used in these specifications are to acquaint bidders with the types of goods and services desired and will be used as a standard by which goods and services offered as equivalent will be evaluated.
- B. When a specification uses "brand name or equivalent," the listed brand name shall serve as a reference or point of comparison for the functional or operational characteristic desired for the good or service being requested. Where a bidder submits an equivalent, it shall be the responsibility of the bidder to document the equivalence claim. Failure to submit such documentation shall be grounds for rejection of the claim of equivalence.
- C. In submitting its bid, the bidder certifies that the goods and services to be furnished will not infringe upon any valid patent or trademark and that the successful bidder shall, at its own expense, defend any actions or suits charging such infringement, and will save the owner harmless from any damages resulting from such infringement.
- D. The contractor shall guarantee any or all goods and services supplied under these specifications. Defective or inferior goods shall be replaced at the expense of the contractor. The contractor will be responsible for return freight or restocking charges.

**INSURANCE REQUIREMENTS**

- A. Prior to the commencement of any Work under this Agreement, and until completion and final acceptance of the Work, Contractor shall, at its own expense, maintain the following insurance coverage and limits of liability with carriers licensed and admitted to do business in the State of New Jersey:

(a) Comprehensive general liability insurance on an occurrence basis which shall provide indemnity for bodily injury, and property damage, and shall include all major divisions of coverage and be on a comprehensive basis, including, without limitation: protection for contractual liability including the indemnification provisions of Article 15.1 of this Agreement; premises/operations; products liability and completed operations liability, total pollution exclusion with hostile fire exception, explosion, collapse, underground property damage hazards, personal injury perils, and independent contractor liability. The commercial general liability insurance shall provide coverage for bodily injury and property damage claims arising from acts of the Contractor and subcontractors. The policy shall not include any endorsement restricting or reducing coverage without the Owner's approval. The minimum limits of liability shall not be less than a \$1,000,000.00 per occurrence limit, a \$2,000,000 general aggregate, and a \$2,000,000 products/completed operations aggregate. Products and completed operations aggregate must be maintained for five years after final payment is made by Owner to the Contractor.

(b) Workers' Compensation Insurance coverage to protect the employees of the Contractor and any subcontractor who will engage in the performance of this contract. The insurance shall include Employer's Liability Protection with limit of liability of not less than \$1,000,000 for bodily injury/occurrence, \$1,000,000 disease each employer, and \$1,000,000 disease aggregate limit. Including the employer's liability limit in the excess insurance will satisfy this limit requirement.

(c) Automotive Liability Insurance, covering contractor for claims arising from owned, hired, and non-owned vehicles with limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury, and \$1,000,000 each accident for property damage, shall be maintained in full force for the duration of this Contract.

(d) Excess Liability Insurance with limits of \$5,000,000 per occurrence with a \$5,000,000 general aggregate, and \$5,000,000 products/completed operations. The excess insurance shall be in excess of the Contractor's primary general liability, commercial auto liability, and employer's liability.

- B. The General Liability Insurance and Excess Insurance limits set forth above shall apply and be written exclusively, in total, to this project only. A per project endorsement for these coverage and limits must be included in each policy.
- C. Bodily injury and property damage written under the insurance coverage shall be written as to provide coverage for special hazards as such hazards are incidental to subcontractors' work.
- D. Essex County College and the Architect and/or Engineer shall be specifically named as Additional Insureds on all liability policies maintained by Contractor and all subcontractor's insurance policies for the duration of this Contract.
- E. Contractor's General Liability Policy must use Endorsement CG 20 10 (10.01) or its equivalent in combination with Endorsement CG 20 37 (10.01) or its equivalent. The Contractor's General Liability Policy shall be primary and non-contributing to any other insurance available to the Owner and the Additional Insureds.
- F. Contractor's General Liability policy must not include the following endorsements/exclusions or equivalent: CG 22 94 or CG 22 95 (Damage to Work Performed By Subcontractors Exclusion), CG 21 29 (Contractual Limitation Endorsement), or CG 24 26 (Amendment of Insured Contract Definition).
- G. All insurance obtained by the Contractor shall include a waiver of subrogation by the Contractor. Contractor shall require all insurance policies obtained by subcontractors to contain a waiver of subrogation by subcontractors.
- H. The coverages maintained by the Contractor shall be written by companies licensed to do business in the state of New Jersey and maintaining an AM BEST rating of A- or better with a financial rating of CLASS IX or larger.
- I. Each insurance obtained by Contractor shall contain the following wording verbatim:

"Essex County College" is interested in the maintenance of this insurance and it is agreed that this insurance will not be cancelled, materially changed, or not renewed without at least thirty (30) days advance written notice to Essex County College, 330 University Avenue, Newark, New Jersey 07102, Attn: Christine A. Soto, Esq., General Counsel, by certified mail – return receipt requested."
- J. Copies of all insurance policies and/or certificates of insurance evidencing insurance provided by the Contractor shall, prior to the commencement of any Work at the Site, be furnished to Owner at:

Essex County College  
330 University Avenue  
Newark, New Jersey 07102  
Attn: Christine A. Soto, Esq.

In the event of failure of the Contractor to furnish and maintain said insurance and to furnish satisfactory evidence thereof, the Owner shall have the right (but not the obligation) to take out and maintain the same for all parties on behalf of the Contractor who agrees to pay the cost thereof to the Owner upon demand. The procurement of insurance by Owner on behalf of Contractor shall not be deemed to be a waiver of the requirements of this Article 14, and shall not preclude the Owner from exercising other rights under the Contract Documents.

- K. **Waiver of Subrogation:** The Contractor hereby, on behalf of itself and any of its insurance carriers, successors, assignees, subcontractors, suppliers and vendors, waives and relinquishes any and all rights of subrogation arising in any way from or related to this Agreement or the Project, including but not limited to claims against Essex County College, Architect and Engineer, their consultants, separate contractors, and any of their subcontractors, sub-subcontractors, agents and employees. The Contractor shall require of the Contractor's subcontractors, agents and employees, by appropriate written agreements, similar waivers in favor of the parties enumerated herein.

## INDEMNIFICATION

To the fullest extent permitted by law, the Contractor will defend, indemnify and save harmless Owner, Owner's Representative, Architect, their affiliates and agents, their respective members, officers, directors, and employees, (each an "Indemnitee", collectively the "Owner Indemnitees") from and against any and all liability (including, but not limited to, statutory liability), loss, damages, interest, judgments, claims and liens growing out of, and any and all costs and expenses (including, but not limited to, attorneys' fees and disbursements) arising out of or incurred in connection with, any and all claims, demands, suits, actions, and/or proceedings which shall be made or brought

against any of the Owner Indemnitees and without any contribution from any Indemnitee or insurer thereof for or in relation to: (a) any (or any alleged) injury to, or death of, any person or persons (including, but not limited to, officers, directors, and employees of any of the Owner Indemnitees or of Contractor or its Subcontractors) or any (or any alleged) damage to or loss of the use of property (including, but not limited to, property of any of the Owner Indemnitees) or otherwise, arising out of or in connection with the performance of the Work and which shall be (or shall be alleged to be) in whole or in part due to or the result of any act, omission, negligence, carelessness, or unlawful conduct on the part of Contractor, its agents, or subcontractors, or anyone directly or indirectly employed by any of them, or a default of Contractor in performance of any of its obligations hereunder; and (b) any infringement or alleged infringement of any patent, trademark, or copyright growing out of the performance of the Work and/or the use therein of any material, equipment, or process supplied by or through Contractor. The contractor's agreement to defend and indemnify extends to the Owner Indemnitee's concurrent or partial negligence, whether actual or alleged, to the fullest extent permitted by law. Notwithstanding anything to the contrary herein, the Contractor shall have no indemnity obligation under this paragraph to the extent such claim, loss, liability, damage, cost, or expense arises out of the sole proven negligence or unlawful conduct of an Owner Indemnitee.

The Contractor shall indemnify and hold harmless all of the Owner Indemnitees from and against any costs, and expenses (including reasonable attorney's fees) incurred by any of the Owner Indemnitees in enforcing any of the Contractor's defense, indemnity, and hold-harmless obligations under this Agreement.

#### **LIABILITY FOR DEFECTIVE SERVICES:**

Notwithstanding any payment or payments by Owner hereunder, Contractor shall be liable to Owner for all injuries sustained by Owner, its employees, officers, trustees, officials, directors, managers, and agents' employees, and any third party, by reason of any failure of Contractor to properly discharge its contractual obligations to Owner, its unsafe activities, its negligence, or its intention misconduct.

#### **PRICING INFORMATION FOR PREPARATION OF BIDS/PROPOSALS**

- A. The owner is exempt from any local, state, or federal sales, use, or excise tax. The owner will not pay for N.J. State Sales and Use Tax that is included in any invoices.
- B. Estimated Quantities: The owner has attempted to identify the item(s) and the estimated amounts of each item bid/proposal/quote to cover its requirements; however, experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications. **NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED.**
- C. The contractor shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids/proposals/quotes submitted shall have included this cost.
- D. Bidders shall insert prices for furnishing goods and services required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation charges shall be fully prepaid by the contractor, F.O.B. destination, and placement at locations specified by the owner. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made for the contractor's convenience.
- E. In the event of a public emergency declared at the local, state, or federal level before the expiration of the contract, if the owner opts to extend the terms and conditions of the contract, the contractor agrees to extend the terms and conditions of this specification, whether existing or expiring for no longer than six months, for construction for the duration of the emergency.

#### **APPLICABLE LAW**

This Contract and all litigation arising from or related to the Contract shall be governed by the County Colleges Contracts Law, N.J.S.A. 18A:64A-25.1 *et seq.*, and shall be governed by the applicable laws, and regulations, of the State of New Jersey without reference to conflict of laws principles. The Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations. To the extent that applicable law requires that certain language be included in the Contract, such language shall be deemed included by reference.

#### **CONTRACT MODIFICATIONS**

The owner reserves the right to issue Contract modifications, subject to mutual agreement between the Parties as to an equitable adjustment of the Contractor's compensation. All such amendments shall be in writing. Where the Parties cannot agree upon an equitable adjustment, the Owner may direct that the modification be implemented and adjust compensation in a reasonable matter as the Owner sees fit. In such circumstance, Contractor shall comply with the modification and, if so inclined, pursue a claim against Owner. In order for the Contractor to pursue such a claim, it must have notified the Owner in writing of its intent to do so within seven business days of its receipt of the written directive from the Owner to proceed over the Contractor's objection. All Contract modifications must be signed by the Owner's Representative designated below on behalf of the Owner.

#### **WAIVER BY OWNER**

Notwithstanding any language found elsewhere in the Contract, the Owner shall not be deemed to have waived any right of Owner or requirement of Contractor unless such waiver is found in a writing signed by the Owner's Representative designated below and specifically and expressly stating the precise nature of the intended waiver. No such waiver by the Owner shall be implied.

## INTERPRETATION

If any provision in this Contract is found to be ambiguous, it is agreed that such ambiguity need not be resolved against the drafter.

## COUNTERPARTS

This Contract may be executed in any number of counterparts and all of such counterparts shall for all purposes constitute one agreement binding on the parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. For purposes of this Contract, a counterpart signed by facsimile or other electronic means shall constitute an original. Any Party delivering an executed counterpart of this Contract by electronic means shall, if requested, also deliver an original executed counterpart, but the failure to deliver an originally executed counterpart shall not affect the validity of this Contract.

## STATUTORY AND OTHER REQUIREMENTS

**The following are mandatory requirements of this bid and contract.**

### A. MANDATORY AFFIRMATIVE ACTION CERTIFICATION

No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 as administered by the Division of Purchase & Property Contract Compliance and Audit Unit (Division) and provided below. The contract will include the language included in this specification.

#### 1. Goods, General Services, Professional Service, and Construction Contracts

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:

- a. A Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter must be provided by the vendor to the Public Agency and the Division. This approval letter is valid for one year from the date of issuance.
- b. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27. The vendor must provide a copy of the Certificate to the Public Agency as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division.
- c. The successful bidder shall complete an Initial Employee Report, Form AA-302, and submit it to the Division with a check or money order for \$150.00 made payable to "Treasurer, State of NJ" and forward a copy of the Form to the Public Agency. Upon submission and review by the Division, the Report shall constitute evidence of compliance with the regulations

### B. NEW JERSEY ANTI-DISCRIMINATION

The contract for this bid shall require that the Contractor agrees not to discriminate in employment and agrees to abide by all anti-discrimination laws including but not limited to N.J.S.A. 10:2-1 as included in Attachment B of this document.

### C. AMERICANS WITH DISABILITIES ACT OF 1990

Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. If awarded the contract, the Contractor is required to comply with requirements related to the Americans with Disabilities Act as provided in this specification as Attachment C. The Contractor is obligated to comply with the Act and to hold the owner harmless for any violations committed under the contract.

### D. STATEMENT OF OWNERSHIP

N.J.S.A. 52:25-24.2 provides that no business organization regardless of the form of ownership shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, **prior to the receipt of the bid or accompanying the bid** of said business organization, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member exceeding the ten percent ownership, has been listed.

The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. Failure to submit a disclosure document shall result in rejection of the bid as it cannot be remedied after bids have been opened.

Not-for-profit entities should fill in their name, check the not-for-profit box, and certify the form. No other information is necessary.

### E. PROOF OF BUSINESS REGISTRATION

Pursuant to N.J.S.A. 52:32-44, Essex County College is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor and each subcontractor that is required by law to be named in a bid/proposal/contract have a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the Contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s). Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or another contracting document is awarded or authorized.

During the course of contract performance:

1. the Contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the Contractor with valid proof of business registration.
2. the Contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
3. the Contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609) 292-6400. Form NJ-REG can be filed online at [www.state.nj.us/treasury/revenue/busregcert.shtml](http://www.state.nj.us/treasury/revenue/busregcert.shtml).

Before final payment is made under the contract, the Contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

#### **Emergency Purchases or Contracts**

For purchases of an emergent nature, the Contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or before paying for goods or services, whichever is earlier.

#### **F. DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

N.J.S.A. 52:32-55 prohibits State and local public contracts with persons or entities engaging in certain investment activities in the energy or finance sectors of Iran. Bidders must indicate if they comply with the law by certifying the form. Pursuant to N.J.S.A.18A:64A-25.43, the owner is required to notify the New Jersey Attorney General if it determines a false certification has been submitted.

#### **G. PURCHASE ORDER REQUIRED**

No contractor or vendor shall commence any project, provide any service or deliver any goods until he/she receives an approved purchase order authorizing work to begin or goods to be delivered.

#### **H. DEBARMENT, SUSPENSION, OR DISQUALIFICATION – Federal Executive Orders #12549, #12689, and N.J.S.A. 52:32-44.1 (P.L. 2019, c.406).**

Essex County College 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, the State of New Jersey Consolidated Debarment Report; and the Federal Debarred Vendor List – Exclude Parties List System. ([www.state.nj.us/treasury/debarred](http://www.state.nj.us/treasury/debarred)).

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

#### **I. QUALIFICATION OF BIDDERS – CONTRACTOR QUESTIONNAIRE CERTIFICATION FORM**

Essex County College may make such investigations as it seems necessary to determine the ability of the bidder to perform the terms of the contract. The bidder shall complete a Contractor Questionnaire Certification Form and return same with the proposal and shall furnish all information to the College that the College may require to determine the Contractor's ability to perform the duties and obligations as outlined in these specifications.

All bidders are reminded that proposals may be rejected as not being responsive, therefore bidders are asked to complete the Questionnaire and to provide any supporting documents with the proposal package.

#### **J. NOTICE OF EQUIPMENT AND MATERIALS CHANGES**

The contractor shall notify Essex County College of impending changes in or discontinuation of models or specifications in materials or equipment known to him at the time of delivery and to deliver only the latest model and design of equipment specified at the time of delivery unless notified otherwise by the College.

#### K. WARRANTY

The Contractor will replace without charge for materials, labor, or transportation any and all parts found defective within one year from the date of final acceptance.

If equipment fails to function properly for any reason whatsoever (other than negligence on the part of a College employee) within the first thirty days after delivery, it shall be replaced with new equipment under the conditions of warranty and manufacturer's guarantee as stated for new equipment or replacement.

#### SERVICE

During the warranty period, the Contractor will furnish field service within a twenty-four (24) hour period. The Contractor will provide loaner equipment, comparable to the equipment furnished, at no cost to Essex County College, if any equipment breakdown occurs which cannot be repaired within the twenty-four (24) hour service period.

The Contractor shall provide at the time of delivery, service and operational manuals, schematics, parts lists, and any other technical data on each category of equipment purchased; listing the manufacturer's name, model number, and modifications. All the above data shall correspond to the equipment purchased.

Vehicles and equipment are to receive pre-delivery inspection and service according to the manufacturer's specifications.

Operation instructions and manuals will be provided by the Contractor's representative to Essex County College personnel at the time of equipment delivery.

#### L. DOCUMENTS

A certificate of ownership will be furnished.

Vehicles shall conform to Motor Vehicle Laws of the State of New Jersey and State inspection to be acquired before acceptance by the College.

In addition to equipment specified in basic specifications, vehicles shall be equipped with all other standard equipment as specified by the manufacturer and must be so equipped and constructed to permit Gross Vehicle Weight specified. Equipment shall be equipped following federal regulations, including OSHA.

#### M. AUTHORITY OF ESSEX COUNTY COLLEGE

On all questions concerning the interpretations of specifications, the acceptability, quality of materials of items furnished and work performed the classification of materials, the execution of the work, and the determination of payment due or to become due, the decision of the Essex County College Board of Trustees, or its designate, shall be final and binding.

#### N. FORCE MAJEURE

As used in this Agreement, an event of "Force Majeure" shall mean any event that: (a) prevents the affected Party (the "Affected Party") from performing its obligations under this Agreement or complying with any conditions required by the other Party under this Agreement, and (b) is unforeseeable and is beyond the reasonable control of and not the result of the fault or negligence of the Affected Party or such Affected Party's Personnel (or their Affiliates), and (c) could not have been prevented by the Affected Party's or its Personnel's (or their Affiliates) exercise of reasonable diligence. For purposes of clause (b) above, the following events shall be considered to be beyond the reasonable control of an Affected Party or its Personnel: war, civil insurrection, flash floods, hurricanes, tornadoes, typhoons, lightning strikes, earthquakes, epidemics, quarantines, embargoes, riots, and sabotage. Notwithstanding anything in this Section to the contrary, in no instance will the following be considered events beyond Contractor's reasonable control or constitute a Force Majeure event: (i) strikes or labor disturbances involving the employees of Contractor or any of its Subcontractors or caused by any violation by Contractor or its Subcontractors of any labor agreements; (ii) price fluctuations with respect to labor or materials, supplies or components of equipment related to items to be supplied by Contractor under this Agreement; (iii) mere economic hardship (including as suffered by the Affected Party or its Personnel or any of their Affiliates), or (iv) normal climatic conditions (based upon a one hundred year period) at the Project Site.

Burden of Proof. The burden of proof as to whether a Force Majeure event has occurred shall be upon the party claiming a Force Majeure event.

Excused Performance. If the Affected Party is rendered wholly or partly unable to perform its obligations under this Agreement because of a Force Majeure event, such Affected Party will be excused from whatever performance is affected by the Force Majeure Event to the extent so affected, provided that:

1. the Affected Party, within twenty-four (24) hours after knowing of the occurrence of the Force Majeure event, gives the other Party written notice describing the particulars of the occurrence;
2. the suspension of performance resulting from such Force Majeure event shall be of no greater scope and no longer duration than is reasonably required by the Force Majeure event;
3. no obligations of either Party which arose before the occurrence causing the suspension of performance are excused as a result of the occurrence;
4. the Affected Party must continue to perform its obligations under this Agreement to the extent possible, and the Affected Party must use all reasonable efforts to overcome, mitigate and remedy the damages, delays, and effects of the Force Majeure and its inability to perform its obligations under this Agreement as a result thereof; and
5. when the Affected Party is able to resume the performance of its obligations hereunder, that Party shall give the other Party written notice to that effect and shall promptly resume such performance.

#### O. SUBCONTRACTS

Prior to awarding any subcontract, the Contractor shall notify the Owner and Architect or Engineer of the name of each proposed subcontractor and the amount of the subcontract. The owner shall have the right to reject any subcontractor who does not establish to the satisfaction of the Owner its experience, competence, and financial ability to perform the Work. Owner agrees to act diligently upon receipt from Contractor of the names of proposed subcontractors and shall not delay the award of any subcontract to a subcontractor deemed acceptable to Owner.

If Owner disapproves of a proposed subcontractor, it may direct the Contractor to award such work to an alternate subcontractor of the Owner's choosing provided that if an increase in the cost of performing the Work or furnishing the materials caused by the award of a such subcontract to the alternate subcontractor shall result, Owner, shall have the option to permit the original subcontractor to work or approve a Change Order in accordance with "Changes in the Work" herein, and an appropriate adjustment of the Contract Sum.

By appropriate written agreement, the Contractor shall require each subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all obligations and responsibilities which the Contractor assumes toward the Owner. The Contractor shall make available to each subcontractor copies of the Contract Documents to which the subcontractor will be bound.

All subcontracts and purchase orders shall include provisions that: (a) they are assignable to Owner, or another contractor designated by Owner, without consent of the subcontractor; (b) that upon such an assignment becoming effective such subcontractor will be bound to Owner or such contractor designated by Owner as fully and in the same manner as such subcontractor is bound to Contractor under such subcontract; and (c) that upon such assignment becoming effective all sureties of the obligations of such subcontractor shall be bound to Owner or such contractor designated by Owner as fully and in the same manner as such sureties are bound to the Contractor. The assignment of such subcontracts shall not become effective unless an event of default has occurred hereunder and Owner has terminated this Contract.

The Contractor shall include in its subcontracts all requirements concerning affirmative action and equal employment opportunity set forth in "Equal Employment Opportunity and Affirmative Action Requirements" set forth, and require that subcontractors submit all applicable forms.

The Contractor shall include in its subcontracts the dispute resolution provisions herein.

#### P. ASSIGNMENT

Owner and Contractor each bind themselves, their successors, assigns and legal representatives to the other party hereto, and to the successors, assigns, and legal representatives of such other party in respect to all covenants, agreements, and obligations contained in the Contract Documents. However, the obligations of the Contractor arising hereunder may not be assigned without the Owner's prior written consent. Contractor further agrees to insert in all subcontracts the requirement that the subcontract shall not be assigned other than to the Owner or to another Contractor designated by the Owner without the Owner's prior written consent.

#### Q. PROHIBITED INTEREST

No official of the College who is authorized in such capacity and on the behalf of the College to negotiate, make, accept or approve, or to take part in negotiating, making, accepting, or approving any material or supply contract or any subcontract in connection with the furnishings of supplies and/or equipment, shall become directly or indirectly interested personally in this contract or in any part thereof.

#### R. THE COLLEGE RESERVES

The right to cancel part of all of the awards in the event of a failure by the Contractor to deliver the materials as required and/or the failure to furnish materials as specified.

In case of rejection or non-delivery, the College may procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby as well as up to 15% for any and all fees, legal and otherwise.

S. MAINTENANCE OR RECORDS

Pursuant to N.J.A.C. 17:44-2.2, the Contractor shall maintain all documents related to products, transactions, or services under this contract for a period of five (5) years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

**DOCUMENT CHECKLIST**

The bidder shall complete and sign the Bid/Proposal/Quote Submission Document Checklist and include it in the bid/proposal/quote submission. For construction bids, failure to submit the checklist is a fatal defect and the bid will be rejected. This document serves as a guide to bidders of the documents that are required to be submitted with the bid/proposal/quote.

A. NON-COLLUSION AFFIDAVIT

The Affidavit shall be properly executed and submitted with the bid proposal.

B. NEW JERSEY WORKER AND COMMUNITY RIGHT TO KNOW ACT

The manufacturer or supplier of chemical substances or mixtures shall label them in accordance with N.J. Worker and Community Right to Know Law (N.J.S.A. 34:5A-1 et seq., and N.J.A.C. 8:59 et seq). All direct use containers shall bear a label indicating the chemical name(s) and Chemical Abstracts Service number(s) of all hazardous substances in the container, and all other substances which are among the five most predominant substances in the container, or their trade secret registry number(s) pursuant to N.J.A.C. 8:59-5. "Container" means a receptacle used to hold a liquid, solid or gaseous substance such as bottles, bags, barrels, cans, cylinders, drums, and cartons. (N.J.A.C. 8:59-1.3). Further, all applicable Material Safety Data Sheets (MSDS) - hazardous substance fact sheets - must be furnished. All containers which are stored at an owner's facilities by the Contractor or subcontractors shall display RTK labeling. Vendors with questions concerning labeling should contact the New Jersey Department of Health and Senior Services Right to Know Program for assistance in developing proper labels. [www.nj.gov/health/workplacehealthandsafety/right-to-know/](http://www.nj.gov/health/workplacehealthandsafety/right-to-know/).

C. PREVAILING WAGE ACT

Pursuant to N.J.S.A. 34:11-56.25 et seq., contractors on projects for public work shall adhere to all requirements of the New Jersey Prevailing Wage Act. The Contractor shall be required to submit a certified payroll record to the owner within ten (10) days of the payment of the wages. In the event it is found that any worker, employed by the Contractor or any subcontractor has been paid a rate of wages less than the prevailing wage required to be paid, the owner may terminate the Contractor's or subcontractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and prosecute the work to completion.

The Contractor is also responsible for obtaining and submitting all subcontractors' certified payroll records within the aforementioned period. The Contractor shall submit said certified payrolls in the form outlined in N.J.A.C. 12:60-2.1(c). It is the Contractor's responsibility to obtain any additional copies of the certified payroll form to be submitted by contacting the New Jersey Department of Labor and Workforce Development, Division of Workplace Standards. Additional information is available at [http://lwd.dol.state.nj.us/labor/wagehour/wagerate/pwr\\_construction.html](http://lwd.dol.state.nj.us/labor/wagehour/wagerate/pwr_construction.html).

D. PUBLIC WORKS CONTRACTOR REGISTRATION ACT

N.J.S.A. 34:11-56.48 et seq. requires that a general or prime contractor and any listed subcontractors named in the contractor's bid proposal shall possess a certificate *at the time the bid proposal is submitted*. After the bid, and proposals are received and before the award of the contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors. All non-listed subcontractors and lower-tier sub-subcontractors shall be registered before starting work on the project. It is the general contractor's responsibility that all non-listed sub-contractors at any tier have their certificate before starting work on the job.

Under the law, a "contractor" is "a person, partnership, association, joint-stock company, trust, corporation or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act [N.J.S.A. 34:11-56.25, et seq.] It applies to contractors based in New Jersey or another state.

To register, a contractor must provide the State Department of Labor and Workforce Development with a full and accurately completed application form.

The form is available online at [www.state.nj.us/labor/lsse/lspubcon.html](http://www.state.nj.us/labor/lsse/lspubcon.html).

N.J.S.A. 34:11-56.55 specifically prohibits accepting applications for registration as a substitute for a certificate of registration.

E. EQUIPMENT CERTIFICATION

*Bidder shall certify on the Equipment Certification form that they control or have access to the equipment necessary to do the required work if awarded the contract. If the bidder does not own or lease the equipment, a certification from the owner of the equipment that the bidder will have access to the equipment is required with the bid/proposal.*

**METHOD OF CONTRACT AWARD**



- A. The length of the contract shall be stated in the technical specifications. Please see Section "Termination of Contract" for additional information.
- B. Depending on the nature of the bid and as the college determines in its best interest, the college may award the bid as per N.J.S.A. 18A:64A-25.1 et seq.
- C. The form of contract shall be submitted by the owner to the successful bidder. Terms of the specifications/bid package prevail. Bidder exceptions must be formally accepted by the owner; material exceptions shall not be approved.
- D. The successful bidder/respondent shall complete the W-9 Form and submit it to the college before the contract award. The form is available at the following link: [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf).

*Continuation of the terms of the contract beyond the fiscal year is contingent on the availability of funds in the following year's budget. In the event of the unavailability of such funds, the owner reserves the right to cancel the contract.*

#### **CAUSES FOR REJECTING BIDS AND APPEAL OF DECISIONS**

- A. No bid/proposal/quote shall be accepted which does not conform to the specifications. Nothing contained in this specification shall be construed as depriving any county college of the right to reject all bids/proposals.
- B. Bidder acknowledges that this bid and the award of a contract are governed by the County College Contracts Law, N.J.S.A. 18A:64A-25.1 et seq. and that any legal challenges to the bidding process, the award of contract, or the rejection of any bids shall be pursued before the Board of Trustees of Essex County College following P.L. 1994, Ch. 48, Sec 6f and the Rules Governing Hearings Before the Board of Trustees of Essex County College.
- C. If a Bidder challenges or protests the award of a Bid, it shall reimburse the Owner for all costs, expenses, and losses incurred by the Owner, including all attorney's fees, because of such challenge or protest, except to the extent that the Bidder may be adjudicated to be a prevailing party against the Owner as to such challenge or protest. Under no circumstances shall the Owner reimburse to any party any fees, costs, or expenses related to a bid challenge or protest.

#### **TERMINATION OF CONTRACT**

- A. **Termination for Convenience.** The owner may terminate this Agreement for convenience without cause at any time upon ten days' written notice. Upon receipt of the notice, the Contractor shall discontinue its Work, remove its equipment, materials, and employees from the site and take such action as necessary to terminate its agreements with subcontractors and suppliers. The Contractor shall then promptly deliver to the Owner a statement covering the balance owed under this Agreement for Work completed and materials ordered prior to receiving the notice of termination for convenience, for demobilization, and for any other costs for which it is liable to others by reason of such termination. Under no circumstances will Contractor be entitled to any lost profits by reason of termination for convenience. If the Owner terminates this Agreement pursuant to the provision entitled "Termination for Cause" and it is ultimately decided by a court of law or an arbitration panel that the Contractor has not failed to comply with any of the provisions of this Agreement or should not have had this Agreement terminated for cause, such termination shall be treated as a Termination for Convenience pursuant to this Clause and Contractor shall have no further or additional recourse in connection with such termination.
- B. **Termination for Cause.** The owner shall have the right to terminate this Contract after giving ten days' written notice of termination to the Contractor in the event of any default by the Contractor.
- C. **Default.** It shall be considered a default by the Contractor whenever the Contractor shall:
  - 1. declare bankruptcy, become insolvent, or assign its assets for the benefit of its creditors;
  - 2. disregard or violate provisions of the Contract Documents or fail to prosecute the work according to the agreed Schedule of Completion, including extensions thereof;
  - 3. fail to provide a qualified superintendent, competent workers or subcontractors, or proper materials, or fail to make prompt payment therefor;
  - 4. shall repeatedly refuse or fail to supply enough properly skilled workers or proper materials;
  - 5. repeatedly disregards applicable laws, statutes, ordinances, codes, rules, and regulations, or lawful orders of a public authority.
- D. In the event of termination of the Contract by the Owner because of default by the Contractor, the Owner may take possession of the Work and all materials and equipment thereon and may finish the Work by whatever method and means it may select.
- E. Upon termination of the Contract by the Owner, no further payments shall be due to the Contractor until the Work is completed. If the unpaid balance of the contract price shall exceed the cost of completing the Work including all overhead costs, the excess shall be paid to the Contractor. If the cost of completing the Work shall exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The cost incurred by the Owner, as herein provided, and the damage incurred through the Contractor's default shall be certified by the Owner.

## **DISPUTE RESOLUTION PROCEDURES**

- A. The Contractor shall give Owner written notice within three (3) days after the happening of any event which the Contractor believes may give rise to a claim by the Contractor or its subcontractors for an increase in compensation or an extension of the time of performance. Within ten (10) days after the happening of such event, the Contractor shall supply Owner with a statement supporting the claim, which statement shall include Contractor's detailed estimate of any change in compensation and the time of performance occasioned thereby. If requested by Owner in writing, the Contractor shall substantiate its claim with payroll documents, paid invoices, receipts, records of performance and other documents satisfactory to Owner and subject to Owner verification. Owner shall not be liable for, and the Contractor waives, any claim or potential claim of the Contractor of which the Contractor knew and which was not reported by the Contractor in accordance with the provisions of this Article. The Contractor agrees to continue performance of the Work during the time any claim hereunder is pending. Owner shall not be bound to any adjustments in compensation or time performance for the Contractor's claim unless expressly agreed to by Owner in writing.
- B. To the greatest extent permitted by law, notwithstanding the fact that a dispute, controversy or question shall have arisen in the interpretation of any provision of this Agreement, the performance of any Work, the delivery of any material, the payment of any moneys to the Contractor, or otherwise, the Contractor agrees that it will not directly or indirectly stop or delay any Work or part of its Work on its part required to be performed or stop or delay the delivery of any materials on its part required to be furnished hereunder, pending the determination of such dispute or controversy. Failure of the Contractor to continue proceeding diligently with the performance of Work shall constitute a material breach of contract, regardless of the ultimate decision on the dispute, it being understood and agreed that any controversy between the parties shall not be deemed a basis to delay or suspend the Work, unless directed otherwise by the Owner.
- C. All claims, disputes, and other matters in question between the Owner and the Contractor arising out of or relating to this Contract or any breach thereof, except for claims which have been waived by the acceptance of Final Payment, shall be submitted to mediation within thirty days after a final determination is made by the Owner with regard to the claim, dispute or matter. The mediator shall be selected by mutual agreement between the parties or by the American Arbitration Association if an agreement cannot be reached among the parties. The mediation shall be conducted at the Essex County College, Newark, New Jersey. The cost of the mediation shall be borne equally among the parties. The mediation shall be attended by an executive officer of the Contractor who shall have full authority to act for and bind the Contractor and with duly authorized representatives of the Owner. Mediation shall be a condition precedent to arbitration.
- D. All claims, disputes, and other matters in question between the Owner and the Contractor arising out of or relating to this Contract or any breach thereof, not settled by mediation, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association and applicable State statutes then in effect unless the parties mutually agree otherwise. The scope of the authority of the arbitrators in issuing any award shall be limited by any statute or regulation which governs the liability or damages from the Owner. The award rendered by the arbitrators in any such arbitration proceeding shall be final and binding, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- E. The parties acknowledge that by choosing arbitration as their sole means of dispute resolution, they are waiving their right to trial, whether by jury or by a judge and agree to submit all statutory, contractual, and equitable claims that may arise out of this Contract and the performance of the Work to binding arbitration. The parties further acknowledge that they are choosing arbitration, in part, in order to expedite the disposition of any disputes and, toward that end, they agree to work cooperatively with the arbitrator to limit discovery while preserving their rights to effectuate a thorough prosecution of their claims and/or defense against any claims that may be raised in the arbitration.
- F. Notice of the demand for arbitration shall be filed in writing with the other party to this agreement and the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or another matter in question has arisen, and in no event shall it be made before the mediation has been requested or after the date when the institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.
- G. The Owner, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided, however, that (1) the arbitration agreement governing the other arbitration permits consolidation, and (2) the arbitrations to be consolidated substantially invoke common questions of law or fact.
- H. The mediation and arbitration process shall not affect the Owner's right to terminate the Contractor's Work, in whole or part, whether for the Owner's convenience or due to the Contractor's default; and/or otherwise act in the public interest

## **DELIVERY**

- A. Deliveries must be made within the time specified by the College on the order. Under no circumstances will a purchase order be valid for a period in excess of 90 days, unless otherwise specified. Such time shall be computed on the basis of the number of stated calendar days from the date on the order or as agreed prior to the date on the order. If delivery is not made within such time, the

College reserves the right to cancel the order and upon specific agreement, a new purchase order may be issued or placed the order as stated herein. Packages will NOT be received by Essex County College unless all delivery charges have been paid.

- B. Bidders shall acquaint themselves with conditions to be found at the site and shall assume all responsibility at no cost to the College for placing and installing the equipment furnishings in the locations required. All finished surfaces shall be cleaned and polished by the Contractor prior to final payment.
- C. DELIVERY TIME. Unless otherwise stipulated:
1. Deliveries shall be made between 8:30 A.M. and 4:00 P.M. Monday through Friday at the College Receiving Department or as otherwise specified.  
NOTE: The College will be closed on Fridays during July and August; therefore, deliveries shall be made between 8:30 A.M. and 4:00 P.M. Monday through Thursday.
  2. The College reserves the right to reject any delivery made before or after the aforesaid times unless the schedule(s) provides(s) for different delivery times.
  3. All areas affected by delivery shall remain unobstructed so "business" can operate as usual unless otherwise stated by the College.
- D. All containers are to be removed from the building(s) and campus.
- E. When the bid standard in the purchase order is "as per sample," delivery shall conform to such sample when it was new and unused. Unless otherwise stated in the purchase order, deliveries must consist only of new and unused merchandise.
- F. The vendor accepts responsibility for damages to persons and property that may result from any act of his or his agent in making deliveries.
- G. Where possible all goods delivered are to be manufactured or produced in the United States or its territorial possessions.
- H. Open market orders are subject to audit by the Purchasing Department as to the reasonableness and justness of the prices charged.
- I. EXCESS ON ORDER Only the College reserves the right to require any specified additional delivery on any item in excess of the quantity originally ordered.
- J. NOTICE TO VENDORS. Vendors are authorized to ship only those items covered by the contract. If a review of material received indicates that material other than that covered by the contract has been ordered and delivered, the Director of Purchasing will take such steps as are necessary to have the material returned regardless of the time lapsed between the date of delivery and discovery of the violation. Full credit will be demanded. Compliance with this requirement is the full responsibility of the vendor. Violation of this clause may also result in the removal of the offending vendor's name from the mailing list for a period of up to three years.

## PAYMENT

- B. No payment will be made unless duly authorized by the owner's authorized representative and accompanied by proper documentation.
- C. Payment will be made following the owner's policy and procedures. Invoices shall specify, in detail, the period for which payment is claimed, the Purchase Order number, the services performed during the prescribed period, the amount claimed, and the correlation between the services claimed and this proposal.
- D. Purchase Order (P.O.) Number must appear on all invoices and must be submitted to the Accounts Payable Department at [accountspayable@essex.edu](mailto:accountspayable@essex.edu).
- E. The owner may withhold all or partial payments on account of subsequently discovered evidence including but not limited to the following:
1. Deliverables not complying with the project specification;
  2. Claims filed or responsible evidence indicating the probability of filing claims;
  3. A reasonable doubt that the contract can be completed for the balance then unpaid.

When the above grounds are removed, payment shall be made for amounts withheld because of them.

- F. Public funds may be used to pay only for goods delivered or services rendered. The owner shall not pay penalties and/or interest on overdue bills unless otherwise required by law. No employee is authorized to sign a letter of credit or any other document that represents a legal commitment on the part of the owner to pay additional fees.
- G. **Owner's right to withhold payment:** The owner shall have the right to withhold payment to the Contractor in the event that a 10-day cure notice has been issued to the Contractor and the required cure has yet to be fully implemented. Such payment withholding shall

be in such amount to cover 120% of the Owner's estimated cost of having to implement the needed cure at its cost. Where a termination notice has been issued to Contractor, no further payment shall issue to Contractor, except in accordance with the termination-for-cause provision elsewhere in this Contract. Where Contractor has caused the Owner to be exposed to third-party claims, Owner shall have the right to withhold payment in an amount equal to 120% of the estimated liability of the Owner on such claims.

## **CONTRACT RENEWAL OR EXTENSION**

In the event, the Contract has an extension or renewal option by the Owner and the Owner determines that it is in its best interest to extend or renew the contract, the Contractor will be so notified in writing at least 30 days prior to the expiration date of the existing Contract. In the event that Owner determines to exercise the renewal or extension option, the Contractor agrees to provide the Services for the period of renewal or extension determined by the Owner. The Contractor agrees to pay at least the minimum wage, as such rate may be increased over the term of the Contract, as may be extended at the sole discretion of the Owner in accordance with the provisions of the Request for Bids.

## **OTHER PROVISIONS**

- A. Both parties agree to comply with all requirements of the Federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") as may be amended from time to time, and the corresponding HIPAA regulations for the confidentiality and security of medical information. If awarded the bid, the Contractor shall:
1. Not use or disclose protected health information other than as permitted or required by law
  2. Use appropriate safeguards to protect the confidentiality of the information
  3. Report any use or disclosure not permitted

The Contractor, by execution of the contract, shall thereby indemnify and hold the owner harmless from all liabilities, claims, actions, costs, and penalties that may be incurred as the result of the failure of the Contractor to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) or any other statute or case law protecting the privacy of persons using its services.

- B. The owner shall retain all of its rights and interest in all documents and property both hard copy and digital furnished by the owner to the successful bidder (contractor) to assist the Contractor in the performance of this contract. None of the documents and/or property shall, without the written consent of the owner, be disclosed to others or used by the Contractor, or permitted by the Contractor to be used by their parties at any time except in the performance of the resulting contract.

The Contractor shall not have the right to use, sell, or disclose the total of the interim or final work products, or make them available to third parties, without the prior written consent of the owner. Any information supplied to the owner may be required to be supplied on CD/DVD or USB flash drive media compatible with Microsoft Windows, and Microsoft Office Suite 2010 or greater.

- C. Under state and federal statutes, certain government records are protected from public disclosure (e.g., HIPPA, FERPA, and others). The owner, the Contractor, and any subcontractors have a responsibility and an obligation to safeguard from public access student and employee personal information with which it has been entrusted when disclosure thereof would violate a student's right under the federal Family Educational Rights and Privacy Act (FERPA) and the employee's reasonable expectation of privacy. All payroll, personnel, and health insurance-related files are confidential. According to the New Jersey Open Public Records Act (OPRA), the owner retains the right to make any public disclosure under the law unless a claim of confidentiality under OPRA is made and sustained by the college. Also, among government records deemed confidential is administrative or technical information regarding computer hardware, software, and networks that, if disclosed, would jeopardize computer security. The Contractor and any subcontractor(s) are prohibited from the sale or distribution of all supplied information to any third party.
- D. Proof of licensure for any activity regulated by the State of New Jersey and required to do the work required under this specification, for either the firm or the person responsible for the work, shall be provided as required by the owner.

### **NOTICE TO CONTRACTORS**

The Essex County College requires as a condition precedent to acceptance of proposals, a sworn statement executed by, or on behalf of, the person, firm association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either 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 such contract. The form for this sworn statement is included in the proposal and shall be properly executed in order to have the proposal considered. Failure to execute the Equal Employment Opportunities, Non-Collusion Statement, Statement of Ownership Disclosure, Affirmative Action, Business Registration Certificate, and other specified prerequisites will automatically disqualify the proposal.