



**Request For Proposal (RFP)**  
**#8230 Food Services Management and Operations**

BUYER:	Sheree Johnson
ADVERTISED DATE:	Thursday, February 12, 2026
SITE WALK-THROUGH	Wednesday, February 18, 2026 at 11:00 AM EST
	Essex County College
	Dining Hall, Staff Dining Area, 2nd Floor
	303 University Ave. Newark, New Jersey 07102
LAST DAY FOR QUESTIONS:	Monday, February 23, 2026, at 9:00 AM EST
BID DUE DATE AND TIME:	Thursday, March 19, 2026, at 10:00 AM EST

Issued by: Essex County College  
Purchasing Department  
303 University Ave.  
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Newark, NJ 07102  
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## 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 Strategic Plan is available via [ACCESS-TO-SUCCESS-Strategic-Plan-2024-2029.pdf \(essex.edu\)](#)

### **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.

## **DESCRIPTION OF THE PROJECT**

Essex County College is seeking proposals from highly qualified dining service vendors with a demonstrated record of success in higher education food service operations or comparable institutional environments. The College intends to establish a forward-thinking strategic partnership that delivers comprehensive, innovative, and financially sustainable dining services designed to modernize campus dining, strengthen student engagement, and reflect the mission, values, and diverse culture of Essex.

The selected vendor will play a critical role in enhancing the overall student experience by providing high-quality, accessible dining options that support academic programs, promote student well-being, and serve the broader College community. All dining services must align with ECC's commitment to access, excellence, student success, and community impact.

Located in University Heights, Newark, NJ, Essex has served the community for over 50 years as a two-year institution and as both a Predominantly Black Institution (PBI) and Hispanic Serving Institution (HSI), committed to diversity, access, and excellence.

This RFP will result in a single contract awarded to the responsive and responsible vendor whose proposal best meets the needs of the College. Evaluation criteria will include pricing, food quality and tasting results, interview performance, demonstrated past experience, operational approach, and proposed use of technology and innovation.

Dining services must provide high-quality, nutritious, and appealing food options that meet the needs of students, faculty, staff, and visitors, with pricing that is both competitive and accessible. Vendors are expected to demonstrate sensitivity to the financial realities of low-income students by offering affordable meal choices and implementing programs that ensure equitable access to healthy food. The selected vendor must also show the capacity to support Essex County College's established programs, including the Child Development Center, youth initiatives, student-athletes, and staffing of the Physical Education Building (PEB) Concession stand as needed, as well as new developments that may arise. Strong professional management, exceptional service standards, and a commitment to culinary creativity are essential, along with the ability to deliver an enjoyable, culturally responsive dining experience that reflects the diversity and expectations of the Essex community.

## **SCOPE OF SERVICES**

The selected vendor will provide comprehensive dining services at Essex's Newark campuses located at 303 University Avenue, Newark, NJ 07102, as well as meal services for the Child Development Center, Summer Youth Programs, and student-athletes, and will staff the PEB Concession stand as needed for special events or upon requests. The vendor is responsible for all labor, management, food, supplies, materials, and any additional equipment not provided by Essex.

Proposals should come from established providers with a proven record of success in higher education or similar institutional settings. On-site services should create a memorable, inclusive dining experience. Key program elements include:

**1. Menu Innovation and Quality**

- Offer diverse, healthy, and culturally inclusive menus that reflect ECC's student body.
- Incorporate seasonal and locally sourced ingredients where possible.
- Provide specialty offerings, dietary accommodations (vegetarian, vegan, halal), and allergen-friendly options at competitive prices.
- Maintain freshness and quality standards across all service points.

**2. Customer Experience and Service Excellence**

- Deliver exceptional, professional service ensuring quality, timeliness, and accuracy across all locations.
- Implement customer feedback mechanisms and continuous improvement processes.
- Maintain clean, appealing, and welcoming dining spaces.

**3. Program Design and Student Engagement**

- Develop engaging programs such as themed meals, cultural celebrations, nutrition education, and promotional events.
- Support student development through work-study, internships, and experiential learning opportunities in dining operations, menu planning, customer service, and sustainability.
- Collaborate with academic departments for culinary or hospitality partnerships when feasible.
- Develop and propose a comprehensive Student Meal Plan Program that supports student engagement, access, and overall value to students.

**4. Operational and Financial Management**

- Ensure efficient labor, inventory, and cost management with transparent financial reporting.
- Utilize technology to enhance ordering, payment, and customer engagement (e.g., mobile ordering, kiosks, digital menus).
- Incorporate sustainability practices, including waste reduction, recycling, composting, and energy-efficient equipment.
- Provide clear pricing structures and maintain affordability for students and staff.

## 5. Catering and Special Events

- Offer comprehensive catering services for internal and external events, including professional presentation standards, linens, and appropriate service ware.
- Provide culturally inclusive menus for holidays and special occasions.
- Ensure timely delivery and setup with attention to detail and quality.
- Demonstrate the ability to support events and operations at both of ECC's campuses (Main campus in Newark and West Essex campus in Bloomfield), ensuring sufficient staff and resources to maintain consistent service across both locations.

Dining services should enhance campus life and reflect Essex's commitment to diversity, equity, and inclusion. The vendor must deliver creative, high-quality, and affordable solutions that meet the nutritional, cultural, and social needs of the community, with pricing aligned to prevailing industry standards for comparable institutions.

## **Menu Innovation and Quality**

### **A. Menu and Meal Requirements**

The Contractor must maintain menus that offer variety, balance, and nutritional value, reflecting Essex's diverse community and dietary needs. Menus should include culturally inclusive options and special offerings for holidays and campus events. At a minimum, menus must feature:

- **Breakfast:** Eggs; breakfast meats (poultry, beef, pork); oatmeal; pastries; cereals; yogurt; fresh fruit; and breakfast sandwiches.
- **Hot Entrées:** At least one daily entrée with meat, starch, and a vegetable.
- **Grilled Items:** Burgers, fries, sandwiches, and other grilled proteins.
- **Deli Specials:** Sandwiches, wraps, and similar items.
- **Salads:** Fresh salads with multiple dressing options.
- **Soups:** Daily selections.
- **Desserts:** Appealing daily options.
- **Fresh Fruit:** Available daily.

Essex reserves the right to request menu adjustments and prohibit specific items. The Contractor must provide all serving materials, including plates, cups, utensils, napkins, and to-go containers. These items must be sturdy, high-quality, and recyclable where possible. To-go containers must have secure lids for safe transport.

### **B. Quality Standards**

Food and beverages must be fresh, high-quality, and prepared in a clean, sanitary manner. Items must be served at proper temperatures, presented attractively, and comply with all health and safety regulations. Portions should be adequate and reasonably priced.

**Freshness and Sourcing**

Prioritize fresh, locally sourced, and seasonal ingredients. Support sustainability by including local meats, dairy, and produce.

**Meat, Poultry, and Seafood**

Products must be safe, wholesome, and sourced from reputable suppliers under recognized inspection programs.

**Dairy, Produce, and Dry Goods**

Items must be fresh and free from defects. Frozen or canned goods may be used only when fresh is unavailable and must meet quality standards.

**Baked Goods**

Prepare baked items fresh daily and label with product name and preparation date. Prepackaged or frozen goods may only be used when necessary and must meet freshness and taste standards.

**Consistency and Availability**

Menu items must be consistently available throughout the day and restocked promptly, especially high-demand items.

**Service Standards**

- Hot food and beverages must be served at or above 145 degrees Fahrenheit (63 degrees Celsius).
- Cold food and beverages must be served at or below 40 degrees Fahrenheit (4 degrees Celsius).
- All service areas and equipment must be maintained in a clean and sanitary condition at all times.
- Food must be served promptly and courteously to preserve quality, temperature, and presentation.

**C. Food Presentation**

Meals must be visually appealing and professionally plated with accompaniments (sauces, condiments, sides) presented in a manner that enhances the dining experience while maintaining affordability.

**D. Meal Planning**

Implement structured meal planning to promote balanced nutrition, portion control, and affordability while minimizing waste. Plans must accommodate vegetarian, vegan, halal, gluten-free, and low-sodium diets.

Key expectations:

- **Variety and Balance:** Offer diverse, nutritionally balanced selections.
- **Nutritional Transparency:** Display calorie counts, allergen info, and nutrition facts.
- **Meal Value:** Provide affordable bundled options (entrée + side + drink).
- **Advance Submission Upon Request:** When requested, meal plans should be submitted at least two weeks in advance for approval.

Essex reserves the right to request modifications to align with health and wellness initiatives.

## **E. Food Preparation and Sanitation**

### **Compliance**

Operate in full compliance with all local and state health regulations, including New Jersey Department of Health standards. Essex retains inspection rights.

### **Cleanliness**

Maintain all kitchen, prep, and service areas in a sanitary condition. Clean and sanitize surfaces, utensils, and equipment daily. No clutter or personal items in food prep areas.

### **Prepackaged Items**

Must be sealed, labeled with packaging date or best-use-by date, and include full nutrition facts. Labels must be professionally printed.

### **Waste and Trash Removal**

The Contractor must promptly and properly dispose of all trash, waste, and discarded food in compliance with Essex policies and local sanitation codes. In addition, for all catered events, the contractor is responsible for waste management before, during, and after each event. Trash receptacles must be cleaned and maintained to prevent odors, pests, and contamination. Waste removal should occur as often as necessary to keep all food preparation, service, and storage areas clean and sanitary.

### **Inspections and Oversight**

Essex will conduct regular and unannounced inspections of all food service areas to verify compliance with sanitation, safety, and labeling standards. The Contractor must cooperate fully and correct any deficiencies immediately. Annual inspections will also be conducted to ensure ongoing compliance with Department of Health regulations and Essex requirements.

## **F. General Catering Requirements**

All catered events must meet the same high standards of food quality, presentation, and service. This includes professional table setups with appropriate coverings, attractive arrangements, and attention to detail that reflects the College's commitment to excellence. Vendors must avoid

cost-cutting measures that compromise the appearance or experience of catered events. Tiered pricing (student, internal, external) and scheduled delivery confirmation are required. Essex reserves the right to request adjustments to catering services to ensure scheduling, pricing, and quality standards. The College further reserves the right, at its sole discretion, to solicit quotes from other qualified vendors for catering services. The College will give the Contractor the first option to provide catering for the College community. ***Alcoholic beverages are not permitted without prior written approval from the College President.***

### **Catering Menu Development**

The Contractor shall develop a comprehensive catering menu that includes continental breakfast, breakfast, lunch, à la carte items, dinner plated, dinner buffet, and beverages. Menus must be culturally inclusive, reflecting the diverse backgrounds of the Essex community, and include options for holidays and special events. The complete catering menu must be submitted for Essex approval at the start of the contract. The Contractor shall provide sample menus and a Student and College Catering Guide for posting on the Essex website upon request.

### **Pricing and Payment**

Catering pricing must be competitive and aligned with prevailing industry standards for comparable institutions. Any proposed price increases during the contract period must be submitted in writing with supporting documentation and approved by Essex. Different pricing structures may apply for internal Essex groups versus external clients, and these must be clearly outlined in the proposal.

### **Prohibition on Additional Fees**

The Contractor shall not impose delivery fees, service charges, or surcharges for catering or meal deliveries on the Newark campus unless expressly approved in writing by Essex. Additionally, the Contractor shall not charge separately for standard disposable service items, including but not limited to cutlery, plates, cups, napkins, and to-go containers. These items must be included in the quoted catering price or menu price. Any proposed exceptions must be clearly identified in the Contractor's pricing submission and are subject to Essex's approval.

### **Food Quality and Presentation**

All catering offerings must be fresh, healthy, and attractively garnished, with decorative elements that enhance presentation. Each menu should include appropriate accompaniments, such as condiments, sauces, breads, and side items presented in a professional manner that complements the main dishes. Food must be served hot or cold as appropriate and prepared in compliance with New Jersey state food preparation and sanitation requirements. The Contractor shall provide multiple service options, including buffet, plated, and hand-served meals, and supply the requested service materials, including paper, or premium dinnerware, as appropriate.

### **Staffing and Uniforms**

The Contractor shall provide properly trained, professional, and courteous staff for all catering events. Staffing levels must be appropriate to the size and scope of each event and sufficient to

adequately support all service areas, including reception and serving stations within the cafeteria or event space. The Contractor is responsible for ensuring staff are deployed in a manner that allows for efficient service and guest assistance. All catering staff must be able to communicate effectively with Essex staff and event guests to ensure clear coordination, responsiveness, and a positive event experience. All catering staff must wear clean, neat, professional uniforms and name tags. Essex reserves the right to approve all uniforms.

### **Linen Services**

The Contractor must have access to resources capable of providing affordable linens services of the requested quality and style, including setup, removal, and cleaning. All associated fees must be submitted and approved by Essex. Essex reserves the right to provide linens or other event elements at no cost to the customer if necessary.

## **G. Meal Programs Operations**

### **1. Child Development Center (CDC)**

The Child Development Center, located on the Newark campus, serves approximately 100 children, ages 6 months to 4 years. The selected Contractor shall provide meals in full compliance with USDA Child and Adult Care Food Program (CACFP) requirements, including portion sizes, nutritional components, milk standards, and documentation practices. (Refer to [USDA CACFP](#) for guidance.)

#### **Program Requirements:**

- Provide breakfast, lunch, and an afternoon snack Monday through Friday in accordance with CACFP guidelines.
- Submit weekly menus at least two (2) weeks in advance for review and written approval by CDC administration.
- Ensure menus reflect age-appropriate portions, consistent food textures, and safe preparation practices for infants and young children.
- The CDC, in coordination with the Contractor, may adjust menu offerings, delivery schedules, and pricing to meet evolving program needs, parent preferences, enrollment changes, or operational requirements.
- Contractor must provide timely, accurate documentation required by CACFP or state licensing agencies, if applicable.

## **2. Summer Youth Program**

The Summer Youth Program, held on the Newark campus, operates four (4) days per week over approximately six (6) weeks, serving 120–160 participants breakfast and lunch daily.

### **Program Requirements:**

- All meals must adhere to USDA CACFP or equivalent youth nutrition guidelines, including fruit/vegetable components, whole grains, and low-sugar beverage requirements.
- The Contractor must maintain flexibility to adjust meal quantities, portion sizes, menu selections, and delivery schedules based on enrollment fluctuations, weather interruptions, or changes in daily programming.
- Meals must be delivered on time, attractively presented, and kept at proper food-safe temperatures until service.
- The Contractor must coordinate with program staff to support special event days, trips, or extended programming, as required.

## **3. Student-Athlete Meal Program**

The Student-Athlete Meal Program serves approximately 100 student-athletes per Fall and Spring semester. No sports programming occurs during the summer. Student athletes have access to the campus cafeteria for breakfast, lunch, and dinner, and some may receive meal stipends.

### **Program Requirements:**

- Cafeteria offerings must be readily available, reasonably priced, and include a variety of nutrient-dense, performance-supportive options, such as lean proteins, complex carbohydrates, fruits, vegetables, hydration beverages, and recovery-focused meals.
- The Contractor shall coordinate with Athletic Department staff to ensure consistent meal options that support performance, recovery, training cycles, and overall nutrition goals.
- Contractors must accommodate dietary restrictions and individualized nutrition needs, including high-calorie performance meals, gluten-free selections, and allergen-free alternatives.
- Special fueling needs (e.g., game days, tournaments, early-morning practice meals) may require adjusted service hours, grab-and-go options, or advance meal preparation.
- Contractor should collaborate with Athletics on potential nutrition education sessions or wellness-focused promotions when appropriate.

#### **4. Physical Education Building (PEB) Concession Stand**

The Physical Education Building (PEB) Concession Stand may operate on an as-needed basis in support of athletic activities, special events, and other approved uses. Vendors should include a proposed approach for staffing, operations, and food service in their response.

##### **Program Requirements:**

- Vendors must propose concession-style food and beverage options that are reasonably priced and appropriate for students, staff, and visitors, and include pricing considerations.
- All food service operations must comply with applicable health, safety, and sanitation regulations.
- The Contractor shall be able to provide staffing for the PEB Concession Stand upon request, including coverage for athletic events, tournaments, and special events, with staffing levels flexible and scalable based on demand.
- The Contractor must demonstrate the ability to support future programming, expanded use of the facility, or new operational needs as they arise.

#### **Customer Service Experience and Service Excellence**

##### **A. Pricing**

The Contractor shall provide meals, snacks, and catering services at competitive and reasonable prices aligned with comparable higher education and institutional food service markets. Pricing must reflect high-quality standards and support healthy options without imposing undue financial burden on students or College programs.

##### **Prohibition on Additional Retail Charges**

To ensure transparency and affordability for the Essex community, the Contractor shall not charge students, faculty, staff, or visitors for standard service items that are customarily included at no additional cost. These items include, but are not limited to, ice, plastic cutlery, napkins, stirrers, lids, disposable cups, straws, condiment packets, and other basic accompaniments typically provided with food and beverage purchases. Such items must be included in the posted price of meals, snacks, and beverages unless expressly approved in writing by Essex. Hidden or add-on fees for these items are strictly prohibited.

Any proposed price adjustments shall:

- Not exceed the percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the New York–Newark–Jersey City area (or successor index).
- Be limited to one request within any twelve (12)-month period.
- Be submitted at least sixty (60) days in advance with complete supporting documentation, including cost justification, supplier pricing, and market analysis.

[Consumer Price Index](#)

ECC reserves the right to approve, modify, or deny any proposed price adjustment.

#### **B. Customer Payment Options**

The Contractor shall accept multiple forms of payment to ensure accessibility and convenience for all customers, including:

- Cash
- Debit and credit cards (Visa, MasterCard, American Express, Discover)
- Mobile and contactless payments (e.g., Apple Pay, Google Pay, tap-to-pay technologies)

The Contractor is encouraged to implement loyalty programs, pre-paid meal packages, or digital wallet options, subject to ECC approval.

#### **C. Transparency of Supply Chain Pricing and Rebates**

The Contractor must maintain full transparency in procurement practices for all food, beverages, supplies, and associated products.

Requirements include:

- Providing, upon request, manufacturer and distributor pricing, including unit costs and volume-break structures.
- Disclosing all supplier incentives, including rebates, discounts, credits, and promotional allowances.
- Ensuring all rebates and cost savings are returned to the operation and used to offset program costs, thereby benefiting ECC.
- Making available supporting documentation, invoices, rebate summaries, and procurement records for College review.

ECC reserves the right to audit pricing and procurement practices annually or as needed.

#### **D. Personnel and Management**

The Contractor shall provide professional, qualified, and customer-focused personnel to ensure efficient, courteous, and high-quality service at all times. All employees must be trained in:

- Food safety and sanitation
- Customer service
- Cultural competency and inclusivity
- Emergency and safety procedures

Staff must wear clean, professional uniforms with visible name identification, hats/hairnets, gloves, and comply with College dress and grooming standards.

Staffing levels should be sufficient to meet operational needs, including peak periods. Relief staff or floaters must be available to ensure uninterrupted service.

#### **I. Account Manager**

A full-time, on-site Account Manager shall oversee all dining operations at the Newark campus. This individual must have:

- A minimum of five (5) years of experience in comparable higher-education or institutional food service operations
- Training or formal education in food service management, hospitality, or a related field
- Expertise in merchandising, menu development, customer experience, and financial oversight

The Account Manager serves as the primary point of contact between ECC and the Contractor. The Contractor shall also provide an Assistant Manager who may serve as an alternate point of contact whenever the Account Manager is unavailable. Contact information for both individuals must be provided prior to the start of operations.

#### **II. Catering Supervisor**

A dedicated Catering Supervisor shall manage all banquets, event, and catering services. This individual must have:

- At least three (3) years of experience in catering or hospitality operations
- Training or education in food service, event management, or a related field
- Demonstrated skill in presentation quality, event logistics, and customer relations

#### **III. Staff Oversight and Compliance**

The Contractor shall:

- Recruit, train, supervise, discipline, and, if necessary, dismiss personnel assigned to ECC.
- Ensure all personnel are employees of the Contractor not ECC, and comply with all College policies, regulations, and behavioral standards.

- Ensure employees use designated entrances/exits/parking spaces, remain within assigned work areas, and maintain professional conduct at all times.
- Ensure compliance with federal, state, and municipal laws, including nondiscrimination, workplace safety, and public health regulations.

ECC reserves the right to request removal of any Contractor employee for misconduct or failure to meet service expectations.

#### **IV. On-Site Requirements and Accountability**

- The Account Manager or Assistant Manager must be on-site during all operating hours, including catering services.
- The Contractor is financially responsible for loss, damage, or misconduct caused by its employees.
- The Contractor must promptly notify ECC of any significant labor, supply chain, or operational disruptions that may affect service.
- The Contractor is required to maintain operations during labor disturbances, in accordance with applicable law.

### **Program Design and Engagement**

#### **Themed Menus and Special Events**

Menus shall feature themed offerings for holidays, cultural celebrations, and campus events, incorporating seasonal and locally sourced ingredients whenever possible. The Contractor shall demonstrate culinary creativity and effective merchandising strategies to enhance visual appeal, increase participation, and elevate the overall dining experience. Special menus must accommodate diverse dietary needs, including vegetarian, vegan, and allergen-sensitive options, and reflect the cultural diversity of the Essex community. Programming should encourage student engagement, support campus traditions, and create memorable dining experiences.

#### **Engagement and Community**

Dining programs shall include themed meals, nutrition education, promotional activities, and interactive events designed to foster student engagement and strengthen campus community. Post event surveys and additional feedback mechanisms shall be used to assess participation, evaluate outcomes, and guide continuous improvement on programming and the overall dining experience.

#### **Technology and Digital Engagement**

The Contractor shall utilize technology to enhance the dining experience, improve operational efficiency, and increase engagement. This includes pre-order capabilities with scheduled pickup windows, digital menu boards, mobile catering platforms, self-service kiosks, loyalty programs, and other interactive tools. The Contractor is encouraged to implement an online catering management system that enables campus departments to create, customize, and submit catering quotes and orders electronically, with real-time pricing, item updates, and confirmation to streamline the ordering process.

**Marketing and Communication**

The Contractor is encouraged to collaborate with Essex Communications to promote menus, events, and initiatives across digital platforms, social media, and campus signage. Menus, pricing, allergen flags, nutrition indicators, and promotional materials must be updated regularly on the Essex website and other digital communication channels to maintain accuracy and accessibility. Printed menus should also be provided and updated as needed, with all pricing clearly displayed. Marketing strategies must be inclusive, visually appealing, and accessible to all members of the Essex community.

**Feedback and Continuous Improvement**

The Contractor shall routinely collect feedback from students, faculty and staff, and other members of the Essex community. Survey results and insights gained from this feedback shall be used to refine menus, enhance special events, strengthen student engagement initiatives, and continually improve overall satisfaction with dining services.

**Operational Management****A. Location:**

**Essex County College - Main Campus  
303 University Ave,  
Newark, NJ 07102**

**B. Operating Hours:**

Operating hours must align with the College's academic calendar and may be adjusted to accommodate institutional scheduling changes. The Contractor must ensure full coverage during all scheduled hours. Under no circumstances may the Contractor close earlier than the published schedule without prior approval from the Contract Administrator and proper notification to the College. Failure to comply with these requirements may result in penalties imposed by the College.

## **Main Campus**

*Fall & Spring:* Monday – Thursday 7:30 a.m. – 7:30 p.m.  
Friday 7:30 a.m. – 5:00 p.m.  
Saturday 7:30 a.m. – 2:00 p.m.  
Sunday Closed

*Summer I:* Monday-Thursday 7:30AM-6:00PM  
Friday 7:30AM-4:30PM  
Saturday & Sunday Closed

*Summer II:* Monday-Wednesday 7:30AM-6:00PM  
Thursday 7:30AM-4:30PM  
Friday, Saturday, & Sunday Closed

*Catering Services* – Available as requested, with required advance notice.

Please note that the Contractor shall modify operations as necessary to reflect changes to the College's academic or administrative schedule. Early closure is strictly prohibited without written approval from the Contract Administrator and subsequent notice to the College community.

### **C. College Holiday Closures:**

The College is closed on the following holidays and recess periods. (The college reserves the right to modify this list)

1. New Year's Day
2. Martin Luther King Observance
3. President's Day Observance
4. Good Friday
5. Memorial Day Observance
6. Last week of June – Summer Recess
7. July 4th
8. Fridays in July & 3 Fridays in August
9. Labor Day
10. Columbus Day
11. Thanksgiving & Following Friday
12. December 24 – January 1: Winter Recess

Link for current holidays: [Essex](#)

**D. Dining Service Locations:****1. Newark Campus – Megastructure Cafeteria**

The primary cafeteria is located within the Megastructure and is supported by a fully equipped main kitchen that includes:

- Four (4) serving bays
- A dedicated office
- Food preparation areas
- Dishwashing room
- Storage spaces

The dining rooms adjacent to the cafeteria are not part of this agreement and will remain under the exclusive control of the College. (See Exhibits)

**Facilities, Equipment, and Maintenance Responsibilities****Use of College Facilities**

ECC will provide the dining service areas, kitchen facilities, and equipment necessary for food service operations. These spaces shall be used exclusively for College dining services and operation of food services. The Contractor is required to maintain all areas in a clean, safe, and orderly condition at all times.

The College reserves the right to review, approve, and adjust:

- Retail pricing
- Portion sizes
- Methods of service
- Operating hours

The College further reserves the right to conduct inspections of all dining facilities at any time and to intervene when conditions impacting quality, safety, sanitation, or maintenance are identified.

**Condition and Return of Facilities**

The Contractor shall maintain all College facilities and equipment in good working order throughout the contract term. At the conclusion of the agreement, all facilities and equipment must be returned in comparable condition, allowing for reasonable wear and tear.

Prior to commencing operations, the Contractor and the Contract Administrator will jointly prepare and sign a complete inventory of all College-owned dining service equipment and supplies. This inventory will serve as the basis for end-of-contract reconciliation.

## **Equipment Maintenance and Repairs**

The Contractor is responsible for:

- Routine upkeep of all College-provided equipment
- Prompt repair of equipment as needed
- Reimbursement to the College for any damage due to Contractor negligence, misuse, or improper handling

The Contractor must utilize licensed service providers for maintenance and repair of refrigeration and kitchen equipment. Preventive maintenance shall occur at least twice annually, with complete documentation submitted to the College after each service visit.

## **Installation and Ownership of Equipment**

The College will purchase and install new or replacement equipment it deems necessary, at no cost to the Contractor.

If the Contractor wishes to install additional equipment:

- Prior written approval from the College is required
- Contractor-installed equipment will remain the property of the Contractor unless otherwise agreed in writing
- At the end of the contract, the College may elect to purchase such equipment at its depreciated value

## **Utilities and College Support Services**

The College will provide the following utilities at no cost to the Contractor:

- Electricity
- Heat
- Water
- One ECC telephone extension line and phone set in the manager's office
- Internet access for one computer system in the manager's office

The Contractor is responsible for:

- Point-of-sale (POS) and credit card processing systems
- Postage
- Printing
- All administrative supplies necessary for its operations
- Extermination services for the kitchen and food preparation areas

The College will provide:

- Extermination services for the students and staff dining areas
- Trash removal
- Hood and duct cleaning as required by safety regulations
- Surveillance cameras in the food-serving and dining areas

**Maintenance and Safety**

The Contractor shall maintain all food service areas in compliance with federal, state, and local health, safety, and fire regulations, including OSHA standards. Contractor employees must follow a clean-as-you-go policy.

The Contractor must:

- Immediately report any health or safety violations, citations, or hazardous conditions to the College
- Ensure all lights and equipment are turned off at closing
- Secure all service areas before leaving for the day

**Waste Management and Recycling**

The College will provide designated waste and recycling storage areas. The Contractor must:

- Separate recyclable materials
- Flatten boxes, cartons, and containers
- Fully comply with College recycling, composting, and waste diversion programs

**Sustainability Practices**

The Contractor shall support the College's sustainability initiatives through environmentally responsible dining practices, including but not limited to:

- Eco-conscious purchasing (e.g., local, sustainable, or responsibly sourced products)
- Energy-efficient food preparation and equipment usage
- Waste reduction, recycling, and composting strategies

**Fire and Emergency Procedures**

In the event of fire or emergency:

- Contractor employees must immediately activate the nearest alarm and notify College Security
- All Contractor employees must be trained in emergency response, evacuation, and safety procedures
- The Contractor must provide the College with a current list of emergency contacts

**Access and Inspections**

ECC reserves the right to inspect all dining and kitchen facilities at any time. The College may also use dining spaces for special events. When such events do not involve the Contractor's services, the College will assume responsibility for all related setup and cleanup costs.

## **Security and Identification**

The Contractor and all Contractor personnel must comply with all College security and access protocols. All employees must:

- Carry College-issued identification badges while on campus
- Return badges upon reassignment or termination

The Contractor is responsible for securing its equipment, supplies, cash, and all assigned operating areas.

## **Liability and Indemnification**

If the Contractor elects to use College-owned equipment, it shall indemnify, defend, and hold harmless the College from any claims, damages, or liabilities arising from such use.

## **Financial Management**

### **1. Financial Reporting and Billing Requirements**

The Contractor shall maintain comprehensive and accurate financial records detailing all sales and costs by:

- Revenue source
- Product category (where available)
- Accounting period

These records shall support College financial oversight and operational decision-making. All invoices submitted to the College must contain a clear, itemized breakdown of all applicable sales sources and associated costs for the billing period. Departments utilizing catering services will be billed separately and must approve such invoices before payment is processed.

The College will remit payment on approved invoices within thirty (30) days of receipt, in accordance with institutional payment procedures.

### **2. Accounting Standards and Period Reporting**

The Contractor shall operate on a fiscal year beginning July 1 and ending June 30, divided into twelve (12) accounting periods.

The Contractor must submit detailed financial statements to the College within ten (10) working days after the close of each accounting period. Reports must include, at a minimum:

- Sales by source
- Direct and indirect expenses
- Food and labor costs
- Employee benefits
- Other allocable operating costs

The Contractor shall maintain quarterly inventory reports and document shrinkage of all small wares. Copies must be provided to the Contract Administrator.

A joint inventory of equipment and smallware shall be conducted annually and again at contract termination to verify asset conditions and accountability.

### **3. Audit and Financial Record Access**

The Contractor shall maintain complete and accurate records of all revenues and expenses, including but not limited to:

- Cash register tapes and POS reports
- Payroll documentation
- Purchase orders and vendor invoices
- Inventory records
- Standard accounting documentation

All records must be retained for **seven (7) years** following the close of the Contractor's fiscal year.

These records shall be made available during normal business hours to Essex County College or its authorized auditors.

### **Operational Audits**

The College reserves the right to conduct periodic or unannounced operational audits. Audits may include a review of:

- Service quality and customer engagement
- Food quality, presentation, and merchandising practices
- Sanitation and facility upkeep
- Employee appearance, professionalism, and conduct
- Training schedules, materials, and compliance records
- Occupational safety procedures and working conditions
- Financial performance and adherence to contract requirements

A written audit report will be provided to the Contractor. Corrective actions must be implemented promptly upon receipt of findings.

#### **4. Annual Financial Statements and Oversight**

The Contractor shall submit an annual, year-end financial statement summarizing:

- Sales by category and revenue source
- Total operating costs
- Any other required financial metrics

This report must be certified by an authorized financial officer of the Contractor and submitted to the College for review. Essex may request additional supporting documentation, clarification, or backup data as needed to verify completeness and accuracy.

#### **5. Rights of Inspection and Financial Oversight**

Essex shall have full access to review and inspect any and all financial, operational, or administrative records related to the dining services program. The Contractor shall cooperate fully with all College officials, auditors, and authorized representatives during such reviews.

The Contractor must promptly address any discrepancies, deficiencies, or compliance concerns identified through inspections or audits.

### **EVALUATION AND CONSIDERATION OF BIDS**

Essex County College will conduct a comprehensive evaluation of all submitted proposals to determine which Contractor offers the greatest overall value to the campus community. Selection will not be based solely on price; instead, the College will assess each proposal's quality, feasibility, financial soundness, and alignment with Essex's mission, culture, and long-term dining service objectives. The goal is to identify a dining services partner capable of delivering high-quality food, exceptional customer service, operational excellence, and financial responsibility.

The evaluation process will include a detailed review of each proposer's organizational capacity, operational strategy, customer service philosophy, financial structure, and demonstrated ability to meet the College's performance expectations. At the College's discretion, selected proposers may be invited to participate in an in-person evaluation that may include a menu tasting and an interview with the evaluation committee. This process enables Essex to assess firsthand the proposer's food quality, presentation, communication style, and overall program fit.

The College may also request supplemental information, clarifications, or conduct site visits to verify operational capability prior to making a final award recommendation.

Proposals will be evaluated based on the following criteria:

- **Compliance and Timeliness (Pass/Fail):** Proposals must be submitted on or before the deadline and include all required documentation and forms.

- **Operational Plans**– Quality, clarity, and feasibility of proposed dining operations. Evaluation will include:
  - Alignment with Essex’s campus environment, culture, and consumer needs.
  - Menu diversity, nutrition, and accommodation of dietary restrictions.
  - Wellness initiatives and healthy meal programs.
  - Staffing structure, training, and service delivery standards.
  - Operational efficiency and innovation, and demonstrated compliance with all Federal, State, and Local health and safety regulations.
  - Development of a student meal plan program that is accessible, flexible, and cost-effective, providing clear value to students.
- **Experience**– Demonstrated success in managing comparable higher-education dining operations or similar institutional settings, reliability of references, and overall institutional tenure.
- **Financial Plans**– Strength, transparency, and competitiveness of the financial proposal, including guarantees, pricing structure, performance incentives, and capital investment commitments.
  - Guaranteed commission to Essex County College.
  - Any additional revenue or profit-sharing beyond the guaranteed commission.
  - Pro forma detailing sales expectations, food costs, labor costs, and operating expenses.
  - Plans for capital improvements, facility enhancements, and equipment upgrades.
  - Pricing structure that demonstrates fairness, value, and sustainability.
- **Presentation, Food Tasting, and Interview**– At the discretion of the College, selected proposers may be invited to participate in a presentation, food tasting, and interview. This phase, if conducted, will include a formal review session consisting of:
  - Menu Tasting: Sampling a representative of menu items for approximately twenty (20) members of the ECC community to evaluate freshness, flavor, temperature control, and presentation quality.
  - Concept Presentation: Visual and verbal overview of the dining concept, service model, and operational approach.
  - Interview Discussion: A Q&A session with the evaluation committee to assess the proposer’s understanding of the College’s needs, communication style, and ability to adapt.

**Note:** Further details on the presentation, food tasting, and interview, including timing and requirements, will be provided to selected proposers after the evaluation committee’s initial review.

## **Required Proposal Submittals**

Each Contractor shall organize its proposal according to the sections listed below. Proposals must be concise, well-organized, and directly responsive to the information requested. Non-compliance with required documentation may result in disqualification. All submittals should clearly reflect Essex County College's commitment to innovation, affordability, inclusion, and service excellence.

Proposals should be organized in a manner that will facilitate the College's evaluation. Proposals should include a cover page, page numbers, heading. The College reserves the right to reject, without prior notice, any Proposal that it deems overly complex, disorganized, or difficult to evaluate. The College reserves the right to make such a decision without any input or communication from any other party.

### **Section 1 – Menu Innovation and Quality (max 10 pages)**

Demonstrate your approach to delivering fresh, nutritious, and culturally diverse menus.

Include:

- A one-week meal plan for the Main Campus showing breakfast, lunch, and dinner. Each item must include the proposed selling price to the Essex community.
- A comprehensive catering menu for College events and meetings, including proposed pricing tiers (student groups, internal campus events, and external functions).
- A specialized holiday or themed menu of your choosing that illustrates the creative process, which can include concept inspiration and ingredient selection to presentation and promotional design that showcases originality and cultural awareness.

Also address:

- Menu-rotation and freshness methods.
- Allergen labeling and nutritional transparency.
- Procedures ensuring consistency in flavor, temperature, and presentation.
- Signature dishes, proprietary concepts, or brand partnerships.

### **Section 2 – Menu Pricing Requirements (max 5 pages)**

Provide a concise pricing summary corresponding to all menus submitted in Section 1.

The summary must:

- Clearly list individual item prices for all meals
- Include catering menu pricing tiers (e.g., per-person rates or event packages).
- Identify portion sizes and service levels tied to each price point.
- Explain how prices align with market value and student affordability goals.
- Note any proposed discounts, bundles, or promotional meal plans intended to encourage participation.

### **Section 3 – Marketing and Branding Strategy (max 4 pages)**

Provide a detailed marketing plan demonstrating how dining services will be promoted to students, faculty, and staff.

Include:

- Sample digital menu boards, mobile-app layouts, or website mock-ups.
- Examples of event promotions, themed campaigns, and social-media strategies.
- Communication methods for seasonal menus and special events.
- How marketing campaigns will encourage campus engagement and participation.

### **Section 4 – Technology and Innovation (max 4 pages)**

Describe the technological tools and systems your firm will implement to enhance dining operations and customer experience, including:

- POS systems, online catering orders, and kiosk/self-service options.
- Inventory-tracking, analytics, and reporting platforms.
- Customer feedback or loyalty systems.
- Emerging innovations such as robotics, smart equipment, etc.

### **Section 5 – Capital Investment and Future Vision (max 6 pages)**

ECC encourages vendors to propose capital investments that modernize the Main Campus dining location-. Proposals may include equipment upgrades, brand additions, technology enhancements, sustainability initiatives, aesthetic improvements, and renovation concepts. ECC will evaluate capital plans based on impact, feasibility, long term value, and alignment with student needs.

Include conceptual renderings or narratives describing proposed enhancements such as:

- National or regional brand additions.
- Renovation concepts or modernized seating areas.
- Sustainability or kitchen-equipment upgrades.
- Coffee concept upgrade
- Renovation of serving bays
- Digital menu boards
- Expansion of Grab and Go

Provide an estimated timeline, budget, and anticipated ROI for each initiative.

### **Section 6 – Operational Management (max 5 pages)**

Summarize operational strategy, labor model, cost-control processes, and reporting methods. Include sample monthly reports or dashboards illustrating the format and frequency of data sharing.

## **Section 7 – Transition and Implementation Plan (max 3 pages)**

Outline the complete transition process should your firm be selected, including:

- Implementation timeline with key milestones.
- Continuity of service during transition.
- Coordination plan with current provider and College departments.
- Training and orientation for staff and student workers.
- Launch activities to introduce the new dining program.

## **Section 8 – Financial Proposal (max 6 pages)**

The Financial Proposal must present a complete and transparent picture of the Contractor's financial relationship with Essex County College, including revenue assumptions, operating costs, commission structure and performance metrics. All figures must align with the accompanying Price Sheets and Pro Forma Statement. Any deviations from these financial formats or assumptions must be clearly identified within the proposal.

### **A. Financial Compensation**

Specify the proposed fees, commissions, or returns to be paid to Essex County College for dining operations. Describe the calculation method and include supporting data within the price sheets. Compensation models may include:

- Fixed management fees.
- Commission-based or percentage-of-sales models.
- Incentive-based models tied to performance outcomes.

### **B. Revenues and Expenses**

Summarize anticipated revenue sources, including retail dining, catering, and other on-campus food operations. Provide key assumptions for pricing and participation. Identify major operating expense categories and explain how costs will be managed to ensure financial sustainability.

Contractors must also provide:

- **Income Statement:** Historical or projected profit and loss for all campus dining operations.
- **Pro Forma Statement:** A forward-looking financial projection reflecting assumptions for revenues, costs, and net operating income.
- **Program-Specific Cost Breakdown:** Detailed cost per meal for the daycare program and the summer youth program, including assumptions used to calculate these costs.

### **C. Financial Transparency and Reporting**

Contractors must submit annual financial reports to the College, showing revenues, expenses, commissions, and profit/loss by location. Reports must be clear, auditable, and align with standard accounting principles.

### **D. Key Performance Indicators (KPIs)**

Financial and service performance will be monitored through measurable KPIs, such as:

- Sales growth and participation rates.
- Food-safety and sanitation compliance.
- Cost-of-goods and operational efficiency.
- Customer satisfaction and responsiveness.

Contractors must describe how they will track and report KPI results quarterly.

### **E. Budget Methodology and Adjustments (max 3 pages)**

Describe your annual budget process and how adjustments will be made for inflation, cost-of-living changes, and commodity price shifts. Identify any guaranteed returns or shared-savings models offered to the College.

### **F. Price Sheet**

Complete the required **Price Sheet** provided in this RFP, including:

- Corresponding cost and revenue assumptions.
- Proposed contributions to the scholarship fund for students.
- Planned capital investments in dining facilities and equipment.
- Sales percentage and commission structure, and alignment with proposed returns to the College.

### **G. Student Meal Plan Proposal**

Complete the **Student Meal Plan Proposal** provided in this RFP, including:

- Description of pricing structures for proposed student meal plans, including meal quantities or credits, pricing levels, and overall value to students.
- Plan tiers, optional add-ons, and flexibility to meet diverse student needs.
- Any assumptions or rationale supporting the proposed pricing and structure.

## **Section 9 – Staffing and Training (max 2 pages)**

Describe the proposed on-site staffing structure, chain of command, and training programs for dining employees. Include recruitment, onboarding, and ongoing training related to food safety, customer service, and professional conduct.

### **Section 10 – Student Development and Leadership Program (max 3 pages)**

Provide a detailed plan for engaging Essex County College students through dining-related learning and employment opportunities, including:

- **Work-Study and Internship Opportunities:** positions, schedules, compensation, and skills learned.
- **Program Oversight:** identify the individual managing student programs and include their résumé or credentials.
- **Career Development Support:** outline mentorship, evaluation, and advancement pathways for student participants.

### **Section 11 – Additional Information (max 3 pages)**

This section may include case studies, partnerships, sustainability initiatives, innovative ideas not covered elsewhere, or any suggested changes in existing building décor, service options, and equipment.

### **Section 12 – Required Forms and Bidder’s Checklist (Mandatory)**

All Contractors must complete and submit the required forms included in this RFP packet in addition to the proposal materials outlined above. These forms are essential to determine responsiveness and eligibility for the award.

#### **Compliance Expectations**

Each Contractor is responsible for verifying that:

1. All forms are completed accurately and legibly.
2. All required signatures, dates, and corporate authorizations are present.
3. Any requested attachments or supporting documentation are included and properly labeled.

#### **NON-COMPLIANCE WARNING**

Incomplete, unsigned, or missing forms will **disqualify the proposal in its entirety**. The College will not request or accept corrections, substitutions, or supplemental forms after the submission deadline.

## **KEY DATES**

Advertised Date: Thursday, February 12, 2026

Site Walk – Through Wednesday, February 18, 2026 at 11:00 AM EST  
Essex County College – Dining Hall, Staff Dining Area, 2<sup>nd</sup> Fl.  
303 University Avenue, Newark, NJ 07102  
(In-person attendance is not mandatory but is strongly recommended. Failure to attend does not relieve the bidder of any obligations or requirements.)

Last Day for Questions: Monday, February 23, 2026 at 9:00 AM EST

Bid Due Date and Time: Thursday, March 19, 2026 at 10:00 AM EST  
(No public bid opening)

Onsite Presentations/Interviews: March 23 – March 27, 2026 at 12:00 PM EST  
(At Essex's discretion)

## **PROPOSAL SUBMITTAL**

**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. Sheree Johnson  
Essex County College  
303 University Avenue,  
Purchasing Department  
6<sup>th</sup> Floor, Room #6109  
Newark, New Jersey, 07102  
**RE: RFP # 8230 Food Services Management and Operations**

## **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.

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

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

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

Ms. Sheree Johnson  
Purchasing Department  
**RE: RFP #8230 Food Services Management and Operations**  
E-mail: [purchasing@essex.edu](mailto:purchasing@essex.edu)

## **BID FORMAT**

Vendors must include **one (1)** original clearly marked as "Original" and **five (5)** hard copies of their bid and **one (1)** electronic copy on a portable USB flash drive. **Do not add passwords to the USB flash drive.**

## **GENERAL CONTRACT TERMS AND CONDITIONS**

### **Contract Period**

The resulting agreement shall be for an **initial term of five (5) years**, with the option to renewal at the sole discretion of Essex County College, based on satisfactory performance, compliance with all contract terms, and mutual agreement of both parties.

### **Acceptance, and Award**

Essex County College reserves the right to hold discussions with Contractors as necessary to protect the College's best interests, including any terms or aspects of pricing submitted in response to this RFP. However, the College may, at its sole discretion, award a contract based on initial proposals without discussion. Accordingly, Contractors are encouraged to submit their most competitive and comprehensive offers, including their best terms for pricing, services, and operations.

Essex County College is not obligated to accept the lowest-cost proposal and may reject any or all proposals as deemed in its best interest. Upon selection, Essex County College will prepare and execute a contract that reflects the mutual understanding of both parties. In the event of any inconsistency between this RFP and the executed contract, the executed contract shall prevail.

### **Compliance with Request for Proposal**

All proposals must fully comply with the terms, provisions, and specifications outlined in this RFP. Submissions that deviate from these requirements may be considered non-responsive and subject to rejection. The final contract will incorporate all RFP specifications by reference.

### **Conflict of Interest**

The Contractor covenants that during the RFP process, at the time of proposal submission, and throughout the term of any resulting contract, it shall have **no contractual or financial relationships** that would create any **actual or perceived conflict of interest** with Essex County College. Any potential conflict must be disclosed immediately in writing. Failure to do so may result in disqualification or termination of the awarded contract.

### **Prohibited Contacts**

Contractors and any individuals affiliated with them are **strictly prohibited** from contacting, directly or indirectly, any member of the **Essex County College Board of Trustees**, the **evaluation committee**, or College employees regarding this RFP, except through formal communication with the **Purchasing Department**. Violation of this provision may result in **immediate disqualification** at the sole discretion of Essex.

### **Authority to Bind Contractor**

Each proposal shall identify the individual authorized to **bind the Contractor contractually** and the primary contact during evaluation and contract execution.

Include the following information:

- Name and title
- Mailing address
- Email address
- Telephone number (with extension)
- Fax number (if applicable)

## **GENERAL CONTRACT PROVISIONS**

### **A. Removal of Equipment**

The Contractor may not remove any College equipment from the premises, advertise the contract operation in any manner, or prepare food and beverages for sale outside the scope of this contract.

### **B. Access to Facilities**

Essex County College reserves the right to use all or portions of dining areas for college events, meetings, or conferences. Authorized College representatives shall have access at all times to spaces assigned to the Contractor for inspection, health, safety, or security purposes.

### **C. Delegation of Authority**

Both Essex County College and the Contractor may delegate administrative functions to designated representatives within their organizations, provided such delegation is made in writing.

### **D. Ownership of Products**

All finished or unfinished work, deliverables, designs, menus, reports, and materials developed under this RFP shall become the **exclusive property of Essex County College**. The Contractor shall not disclose or use any such materials without prior written consent from the College's Contract Administrator.

### **E. Proprietary Data**

All materials, reports, and deliverables submitted in response to this RFP become the property of Essex County College and may be used, retained, or disclosed by the College as it deems appropriate. Confidential or proprietary data must be clearly identified as such in the proposal.

## **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. ***Coverage for bodily injury and property damage claims arising out of the professional acts of the general contractor and subcontractors shall also be included.*** 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. Professional Liability with limits not less than \$1,000,000 per occurrence.
5. 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.
6. 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 one million dollars (\$1,000,000) disease, aggregate limit. Including the employer’s liability insurance under the umbrella insurance can satisfy the limit requirements.
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, for all liability policies, with the exception of Worker's Compensation on the certificate of insurance, all additional insureds, including:
  - Essex County College
  - Owners, consultants, other consultants, agents, and employees, including its individual members.

**EXHIBIT A –FACITLITES PHOTOGRAPHS**  
**RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS**

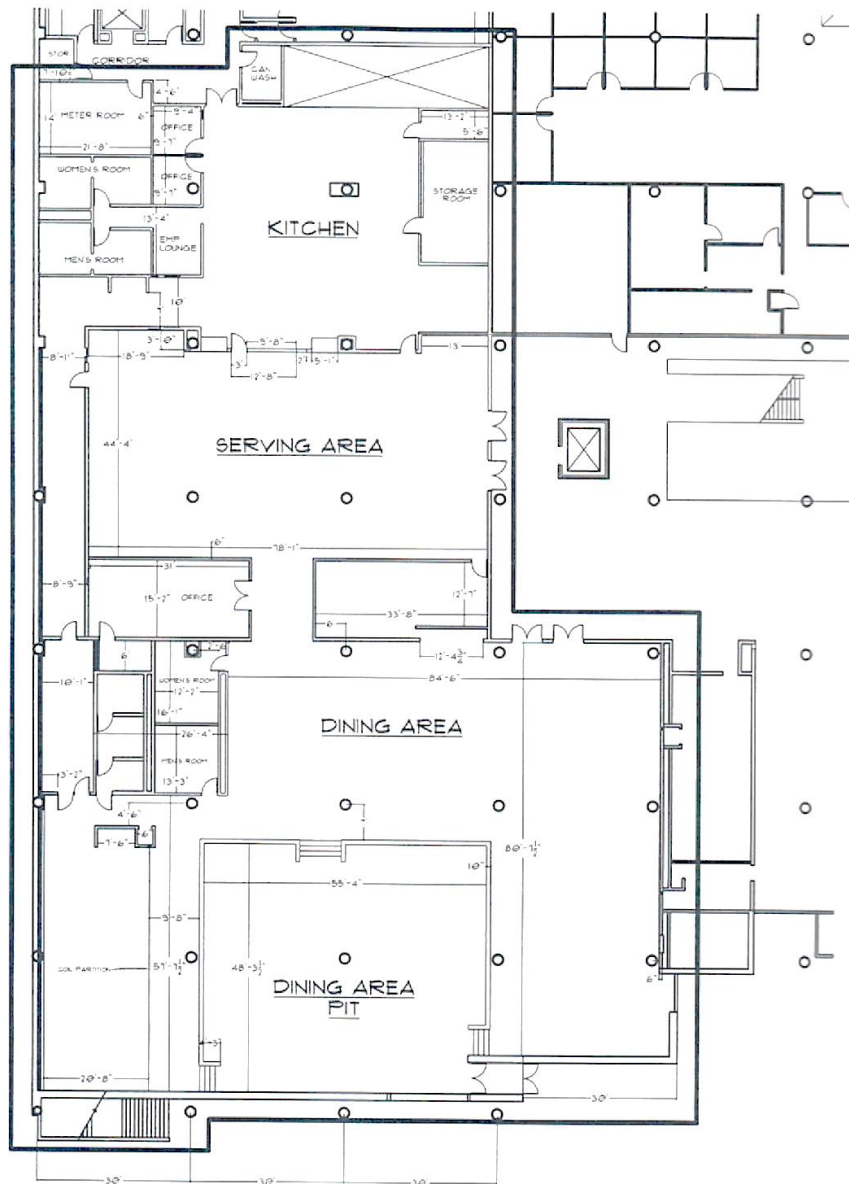






## EXHIBIT B – FACILITY SCHEMATICS AND FLOOR PLANS

### RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS



**MEGASTRUCTURE**  
**SECOND FLOOR- CAFETERIA**  
SCALE: 1/8" = 1'-0"

## EXHIBIT C – EQUIPMENT INVENTORY

### RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS

#### Sample of Equipment List

<u>Item #</u>	<u>Quantity</u>	<u>Description</u>
1	1	Ranges (Modular-no ovens) w/o burners
2	3	Fryers
3	1	Broiler
4	1	Reach in refrigerator (behind pizza station)
5	1	Flushing hose units
6	1	Exhaust hood with CO2 system (14,480 CFM)
Prep-area		
7	3	Combination kettles (1) and steamers (2) Tilted Kettle (1)
8	2	Double deck convection ovens
9	7	Mobile pot racks
10	3	Cook's table with sink
11	1	Bain-Marie
12	1	Utensil rack
13	6	Work tables
14	1	Back counter with sink replace with 3 pot sink
15	1	Roll-in refrigerator (Mexicali)
16	1	Soiled pot table with sink
17	1	Sink unit (Salad Bar)
18	2	Walk-in refrigerators
19	1	Walk-in freezer
20	1	Hot Refrigerator & freezer shelving (5, 4, 10) = 19

21	2	Hot Station Steam Tables; (8) Wells; (4) Wells
22	1	Slicing machine with stand
23	1	Ice making machines
24	1	Drain trough grating 24" total length
25	1	Exhaust hood with CO2 system (2,900 CFM)

#### Serving Area Grill

26	2	Cold pans with compressors (Sandwich/Salad next to coffee)
27	1	Salad counter with compressor
28	1	Display case
29	3	Cashiers counters
30	2	Vertical vent ducts- Grill & Prep Area (Refrigerator, freezer, 2 fryers, 1 grill)
31	2	Crest carts
32	1	Baker's Pride oven
33	16	Storage Racks
34	1	Mexicali work table
35	1	Mexicali steam tables (4 wells)38

Equipment used to be electric.

Some equipment has been replaced with gas.

The entire kitchen is gas-ready.

36	1	Pizza Oven
37	2	Steam tables
38	1	Deep freezer
39	1	Pizza work station
40	1	Grill Area Steam tables 3 wells

<b>Equipment Category</b>	<b>Manufacturer</b>	<b>Model Number</b>
1) Refrigerator, Sandwich/Salad Prep	Continental Refrigerator	SW72N18
2) Hot Food Well Unit, Drop-In, Electric	Wells	HRCP-7400
3) Refrigerator, Sandwich/Salad Prep	Continental Refrigerator	SW48N18M
4) Fryer, Dump Station	Vulcan	VX15
5) Griddle, Gas	Vulcan	948RX
6) Broiler, Under-Fired, Gas, Counter	Vulcan	VACB36
7) Reach-In Refrigerator	Continental Refrigerator	
8) Sink, Hand, Wall Mount	Krowne	HS-26L
9) Refrigerator, Sandwich/Salad Prep	Continental Refrigerator	SW60N24M-HGL
10) Oven, Convection, Electric	TurboChef	HHB-8603-1 (High H Batch 2)
11) Display Case, Heated	Hatco	GR2SDS-24D
12) Drop-In, Cold Pan	Wells	RCP-300
13) Ice Maker w/o Bin	Manitowoc Ice	IYT0750A
14) Slicer, Food, Electric	Globe Food Equipment	S13A
15) Cashier/Merchandising Station*	Vollrath	75679
16) Stainless Steel Double Basin Sink	Elkay	DSE233194

## EXHIBIT D – STUDENT METRICS AND HISTORICAL SPEND

### RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS

#### Daily Volume of Meals: (estimate ranges)

##### *Main Campus:*

- Students: 400 – 700
- Faculty/Staff: 70 – 120

#### Historical Dining Services Expenditures:

The table below summarizes total dining services expenditures over the past five years. This information is provided for informational purposes only and does not represent a guaranteed volume or future spending.

Fiscal Year	Total Expenditures (\$)
2021	-----
2022	\$120,643.65
2023	\$308,905.72
2024	\$361,955.80
2025	\$433,206.67

***\*\* Includes Child Daycare Center, Catering services and Summer Youth Program revenue\*\****

**FORMS THAT MUST BE  
COMPLETED AND SUBMITTED**

## BIDDERS CHECKLIST

### RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS

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.**

#### NON-COMPLIANCE WARNING

Incomplete, unsigned, or missing forms will **disqualify the proposal in its entirety**.  
The College will not request or accept corrections, substitutions, or supplemental forms after the submission deadline.

#### MANDATORY FORMS

_____	RFP Price Sheet
_____	Student Meal Plan Proposal
_____	Response Sheet
_____	Non-Collusion Affidavit
_____	Statement of Ownership Disclosure
_____	Affirmative Action Compliance Notice
_____	Employee or Relative Disclosure Requirement Form
_____	Mandatory Equal Employment Opportunity (EEO) Form
_____	New Jersey Anti-Discrimination Provision
_____	Americans with Disabilities Act of 1990
_____	Certification of Non-Debarment For Federal Government Contracts
_____	Contractor Questionnaire / Certification
_____	Disclosure of investigation and actions involving bidder
_____	Trade Reference
_____	Consent to Thirty-Day Extension
_____	Addendum(s)
_____	Vendor Information Form
_____	Equipment Certification
_____	Bidder's Certification
_____	W9 Form (download from the IRS website and submit with the package)
_____	Federally Funded Procurements
_____	Certification Regarding Lobbying
_____	USB Flash Drive

\_\_\_\_\_ One (1) original clearly marked as "Original"

\_\_\_\_\_ Five (5) Copies of the RFP documents

**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

\_\_\_\_\_ Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

\_\_\_\_\_ Employee Information Report (Form AA-302)

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

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

&

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

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

## RFP PRICE SHEET

### RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS

#### A. Sales Percentage and Minimum Guarantee

Contractors must propose a percentage of sales for each sales tier listed below which represents the minimum amount payable regardless of actual sales performance.

For Sales From (\$)	To Sales Of (\$)	Percentage of Sales (%)	Total Minimum Guarantee (\$)
Year 1 —	750,000	_____	\$50,000.00
Year 2 751,000	1,000,000	_____	\$50,000.00
Year 3 1,000,001	1,250,000	_____	\$50,000.00
Year 4 1,251,000	1,500,000	_____	\$50,000.00
Year 5 1,501,000	2,000,000	_____	\$50,000.00

#### B. Capital Improvement and Investment Fund

Contractors should indicate the total amount they could contribute to the Capital Improvement & Investment Fund over a five-year period. Please provide the year-by-year breakdown below.

Year	Contribution (\$)
Year 1	_____
Year 2	_____
Year 3	_____
Year 4	_____
Year 5	_____

#### C. Scholarship Fund

Contractors should indicate the total amount they could contribute to the Scholarship Fund over a five-year period. These contributions will directly support students through scholarships and financial assistance. Please provide the year-by-year breakdown below.

Year	Contribution (\$)
Year 1	_____
Year 2	_____
Year 3	_____
Year 4	_____
Year 5	_____

### D. Additional Financial Considerations

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

\_\_\_\_\_  
Company Representative (sign)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Company Representative (print)

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

\_\_\_\_\_  
Date Telephone# Fax#

\_\_\_\_\_  
Tax ID#

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

## **STUDENT MEAL PLAN PROPOSAL**

### **RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS**

Following completion of the price sheet, contractors must submit a Student Meal Plan Proposal outlining a complete student meal plan program. The proposal must include pricing structures, meal quantities or credits, plan tiers, and overall value to students. The Student Meal Plan Proposal is limited to a maximum of three (3) pages.

## RESPONSE SHEET

### RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS

#### Company Profile

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

\_\_\_\_\_ Year Incorporation

\_\_\_\_\_ Total Number of Employees

1) Days and Hours of Operation: \_\_\_\_\_

2) Emergency Contact & Phone Number:

\_\_\_\_\_

3) Do you accept purchase orders? \_\_\_\_\_

4) Do you have additional opportunities/benefits to offer students at the college? \_\_\_\_\_

\_\_\_\_\_

5) How often do you review and update recipes or menu items? \_\_\_\_\_

\_\_\_\_\_

6) Do you have prior experience working with Essex County College? If yes, please describe the work performed \_\_\_\_\_

\_\_\_\_\_

7) Do you coordinate directly with vendors and suppliers to ensure fresh, high-quality ingredients?

\_\_\_\_\_

\_\_\_\_\_

8) How do you handle changes or unforeseen issues, such as price changes, delivery delays, staffing issues?

\_\_\_\_\_

\_\_\_\_\_

9) How do you monitor food safety and sanitation practices?

\_\_\_\_\_

\_\_\_\_\_

10) What sets your firm apart from others in the higher education sector? \_\_\_\_\_

\_\_\_\_\_

11) How do you ensure consistent service quality and menu offerings on Saturdays, given shorter dining hours, compared to weekdays? \_\_\_\_\_

\_\_\_\_\_

## 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 \_\_\_\_\_  
(title or position) (name of firm)

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

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

full authority to do so; that said bidder has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project; and that all statements contained in 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 Signature

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

\_\_\_\_\_

## **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, [REDACTED] 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

## **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)

\_\_\_\_\_

## **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:

\_\_\_\_\_  
Secretary Name

\_\_\_\_\_  
Signature

## **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 Signature

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

## 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 Signature

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

**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.

**Section B (Skip if no Business entity is listed in Section A above)**

<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**

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 **Organization listed above in Part I** or, if applicable, owns greater than 50 percent of a parent entity of <name of organization>. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the **Essex County College** 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 **Essex County College** to notify the **Essex County College** 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 **Essex County College**, permitting the **Essex County College** to declare any contract(s) resulting from this certification void and unenforceable.

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


**Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities**

**Section A**

<input type="checkbox"/>	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.
Name of Business Entity	Physical Address
**Add additional sheets if necessary**	
<b>OR</b>	
<input type="checkbox"/>	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.

**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**	
<b>OR</b>	

<div style="text-align: center;">  </div>	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.		
<b>Section C – Part IV Certification</b>			
<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.

The Name of Person or Business 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.**

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: \_\_\_\_\_

CONTACT PERSON NAME (FIRST AND LAST NAME) \_\_\_\_\_

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

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

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

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

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

CONTACT PERSON NAME (FIRST AND LAST NAME) \_\_\_\_\_

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

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

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

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

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

CONTACT PERSON NAME (FIRST AND LAST NAME) \_\_\_\_\_

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

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

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

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

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

CONTACT PERSON NAME (FIRST AND LAST NAME) \_\_\_\_\_

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.

Do you give consent: Yes \_\_\_\_\_ No \_\_\_\_\_

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

(Signature of Authorized Representative)

Date \_\_\_\_\_

---

Name (Print)

---

Title

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

**RFP #8230 FOOD SERVICES MANAGEMENT AND OPERATIONS**

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

## **EQUIPMENT CERTIFICATION**

The undersigned Bidder hereby certifies as follows:

The bidder owns, controls, or has proof of lease of all the necessary equipment required to accomplish the work described in the specifications. To the extent that said equipment is not currently owned or under lease by the bidder, attached hereto is documentation from that owner or leasing organization that states the equipment will be available as required by the bidder upon award of a contract.

Name of Bidder: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Name of above: \_\_\_\_\_  
(Print)

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

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

## 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

**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.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	<b>2</b> Business name/disregarded entity name, if different from above.		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)	
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/>		
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	<b>6</b> City, state, and ZIP code		
	<b>7</b> 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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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.

<b>Sign Here</b>	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).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

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-NEC (nonemployee compensation).
- 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), and 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.

**Caution:** If you don't 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; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. 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).

**Establishing U.S. status for purposes of chapters 3 and chapter 4 withholding.** Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

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

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

**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 (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(i)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

**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 their 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 their 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, but are not limited to, 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, as described in item 4 under "By signing the filled-out form" 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.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

## What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. 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 are no longer 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.

• **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 for 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 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** 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.

• **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. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner 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. 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, enter it on line 2.

### Line 3a

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

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

### Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

**Note:** A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

### 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 on 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 territory, 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 territory.
- 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 as defined under section 581.
- 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 Information, 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) entered 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 territory, 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, enter "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 ITIN. Enter it in the entry space for the Social security number. 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). 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 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/EIN](http://www.irs.gov/EIN). 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 Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "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, you will generally 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. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

**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), ABL 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)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	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 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A)) <sup>4</sup>	The grantor <sup>4</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
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 Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B)) <sup>5</sup>	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 on line 1, and enter your business or DBA name, if any, on line 2. 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.)

<sup>5</sup> **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

<sup>6</sup> For more information on optional filing methods for grantor trusts, see the instructions for Form 1041.

**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 return 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 a questionable credit report, contact the IRS Identity Theft Hotline at 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 877-777-4778 or TTY/TDD 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 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.

Go to [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 territories for use in administering their laws. The information may also 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, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. 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/BRCLLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.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:	



# 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 1 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 Protection 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).*

---

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:  <b>Congressional District, if known:</b>		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>
<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>	<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Title:</b> _____ <b>Telephone No.:</b> _____ <b>Date:</b> _____	
<b>Federal Use Only</b>	<b>Authorized for Local Reproduction</b> <b>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



## CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter “Vendor”) that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any 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.

I, the undersigned, certify that I have read the definition of “Vendor” below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

*(Check the Appropriate Box)*

- ☐ A That the Vendor is not identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ B That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus](#).
- OR**
- ☐ C That I am unable to certify as to “A” above, because the Vendor is identified on the [OFAC Specially Designated Nationals and Blocked Persons list](#). However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor’s activity related to Russia and/or Belarus is consistent with federal law is set forth below.

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*(Attach Additional Sheets If Necessary.)*

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Signature of Vendor’s Authorized Representative

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Date

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Print Name and Title of Vendor’s Authorized Representative

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Vendor’s FEIN

---

Vendor’s Name

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Vendor’s Phone Number

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Vendor’s Address (Street Address)

---

Vendor’s Fax Number

---

Vendor’s Address (City/State/Zip Code)

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Vendor’s Email Address

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<sup>i</sup> Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2).

# **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

- 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: Mr. Jamel Green, Comptroller/Deputy CFO, 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: Mr. Ketan Gandhi, CFO

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/lssc/lspubcon.html](http://www.state.nj.us/labor/lssc/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

- A. No payment will be made unless duly authorized by the owner's authorized representative and accompanied by proper documentation.
- B. 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.
- C. 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).
- D. 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.

- E. 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.
- F. **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.