



**North Hunterdon-Voorhees**  
REGIONAL HIGH SCHOOL DISTRICT

**Bid #12407**

Ed Data Assigned Vendor Number \_\_\_\_\_

**N.H.H.S. Gold Gym Bleachers**

**2023-2024**

**North Hunterdon-Voorhees Regional High School District**

**BID DUE: 10/31/2023 AT 11:00 A.M.**

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

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NO. OF ITEMS BID: \_\_\_\_\_

GROSS TOTAL BID: \$ \_\_\_\_\_

VENDOR BID NUMBER: \_\_\_\_\_

**BIDS TO BE RECEIVED & MAILED TO:**

**Educational Data Services, Inc.  
236 Midland Avenue  
Saddle Brook, NJ 07663  
Attn: Bid Department**

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

**MARK BID:**

**BID PROPOSAL:  
North Hunterdon-Voorhees Regional HSD  
N.H.H.S. Gold Gym Bleachers Bid  
DUE: OCTOBER 31, 2023**

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**Name of Person Bidding-Contact Person (please print legibly)**

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

**PUBLIC BID TELESCOPING BLEACHERS**

North Hunterdon-Voorhees Regional High School District

Background

Public School gymnasiums are often the site where communities gather for civic, interscholastic and other related events. Bleachers must meet the needs of the district and as such must meet all local, state, and federal regulations.

Scope of work

To ensure public safety, the North Hunterdon-Voorhees Regional High School District is seeking a vendor to remove existing bleachers in the high school gymnasium and replace the bleachers as outlined below.

One vendor will be selected based on price, reputation and previous work in the removal and installation of gym bleachers. Vendor must have previous experience in this type of work for a minimum of three years. Awarded vendor must adhere to all wage and hours regulations and offer manufacturer warranty and service.

This is a turnkey operation; a single vendor is anticipated to complete the entirety of the project.

It is the obligation of the contractor to comply with all Federal and State Affirmative Action requirements, all Federal and State Prevailing Wage requirements, as well as any other labor regulations.

Please note that as it pertains to the payment of prevailing wages, vendors are required to pay the prevailing wage at the time the work is done.

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

Product

**TELESCOPING BLEACHERS**

Furnish and install the following Hussey MAXAM (or equivalent) 26 Seating System with:

1. Courtside plastic seats
2. wall attached,
3. T2 integral power operation,
4. (533-574) net seats / 9 5/8" row rise, 22" row spacing,
5. foot level aisle,
6. aisle rails,
7. intermediate aisle steps,
8. non-slip treads,
9. self-storing ready rails,
10. front step,
11. clear wood decking,
12. colored rails,
13. and Flex-Rows to accommodate ADA requirements.
14. Also included is the removal and disposal of the existing bleachers.
  - (2) Banks @ 7-Tiers x 42'-6" (including end rails)
  - (1) Bank @ 7-Tiers x 33'-6" (including end rails)
  - (1) Bank @ 7-Tiers x 39'-6" (including end rails)

Summary:

- Remove existing and install new telescopic bleachers.
- 4 banks
- panelam (or equivalent) decking
- Contoured seat modules
- ADA accessible
- Motorized

Warranty

5-year warranty

NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.

North Hunterdon-Voorhees Regional High School District

Bid Proposal Form for Telescoping Bleachers

Pricing for North Hunterdon-Voorhees Regional High School

Telescoping Bleachers \$ \_\_\_\_\_

By: \_\_\_\_\_  
Name & Title

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

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

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

The following information **should** be included with your bid, or you may be in non-compliance with the conditions set forth within the General Conditions section of this bid.

**We may not follow-up with phone calls after the bid opening for missing information.**

**All bids missing the required information may be rejected.**

Please use the following checklist to verify that the required documents have been included with your bid submission: **IT IS MANDATORY TO SUBMIT EACH REQUIRED ITEM BELOW (Unless indicated as Optional) WITH EACH BID.**

- 1  Bidder's Checklist  
Place the Bid Cover Sheet on top of this document.

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- 2  Bid Proposal Page  
Page must be signed and notarized.

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- 4  Acceptance of FFP (BID) and Contract Award

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- 5  Report of Bid Proposal Forms for Final Bid Submission

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- 6  Certificate of Insurance Issued by Insurance Company

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- 7  Affidavit of Non-Collusion  
See Non-Collusion Affidavit

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- 8  Statement of Ownership Disclosure

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- 9  NJBRC Acknowledgement Form

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- 10  New Jersey Business Registration Certificate

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- 11  Memorandum of Understanding- New Jersey Criminal History Record Check

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- 12  C-271 Political Contribution Disclosure Form

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- 13  Russia-Belarus Iran Activities Certification NJ

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- 14  Disclosure of Investment Activities in Iran

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- 15  W-9 Form

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- 16  Americans with Disabilities Act Compliance

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- 17  Contractor Questionnaire/Certification

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- 18  Public Works Contractor Registration Certification  
Please provide the signed certification document here, not the actual certificate

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- 21  Public Works Contractors Registration Certificate  
Provide the actual certificate here.

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- 22  Sworn Contractor Certification

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- 23  Truth in Contracting Certification

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- 24  Affirmative Action Compliance Form  
See Affirmative Action Questionnaire
- 
- 27  AA302, CEIR, or Letter of Fed Affirmative Action Plan Approval  
Document must be submitted before bid award
- 
- 28  Letters of Recommendation  
Vendor must provide a minimum of 3 Letters of Recommendation.
- 
- 29  List of Clients
- 
- 30  Vendor Contact Information Form
- 
- 31  Additional Vendor Information / Documents (Optional)
- 
- 32  Additional Affirmative Action Documents (Optional)
- 
- 33  Licenses (Optional)
- 
- 34  DPMC Classification (Optional)
- 
- 35  Product Literature (Optional)
- 
- 36  Material Safety Data Sheets (Optional)
- 
- 37  Performance Bond (Optional)
-

**NOTICE TO VENDORS**

There will not be an electronic submission component for this bid. This will be a hard copy bid document submission only. Electronic menu selections have been purposely disabled by Educational Data Services.

You must print all documents and submit those documents required for this bid submission, as per the bidder's checklist.

**NOTE: Vendors need also print "Completed Bidder's Checklist For Final Bid Submission".**

**HOW TO DO THIS: Click on Report Tab then click on "Print Completed Bidder's Checklist For Final Submission" and proceed per instructions.**



**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

**Ed Data Assigned Vendor Number** \_\_\_\_\_

**BID PROPOSAL**

**Company Name & Company Information**

**Company Address & Bid Information**

Contact Name: _____	_____
Phone: _____	_____
Email: _____	Ed-Data Bid Number: _____
Vendor Bid Number: _____	Bid Category: _____

The bidder above-mentioned declares and certifies:

- I. That the said bidder is of lawful age and the only one interested in this bid, and that no one other than said bidder has any interest herein.
- II. That this bid is made without previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
- III. That no member of the Board of Education nor any officer or employee or person whose salary is payable in whole or in part from the treasurer of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it is related, or in any portion of the profits thereof.
- IV. That said bidder has carefully examined and understands that the general conditions to bidders, the instructions to bidders, the specifications and the schedules prepared under the direction of the Board of Education are a part of the bid proposal and will if successful in this bid, furnish and deliver to the location specified on the purchase order at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service or labor for which this bid is made.
- V. That the Affirmative Action and Stockholder Owner Certifications are completed for this bid when applicable.
- VI. That the total numbers of items for which prices are quoted is \_\_\_\_\_ and the total cost therein is \$ \_\_\_\_\_.
- VII. Bidders Terms if not as specified:

Minimum Order: NONE Free Delivery Minimum: NONE

Prices good until date included in the Notice to Bidders

**Discount from publisher's (MSRP) current list price for items not specified on bid: \_\_\_\_\_ %**

In the event of the failure of the undersigned bidder to perform within the time stated in the schedule or purchase order as the case may be, the undersigned agrees to pay to the Board, on demand, the difference between the price or prices bid and the price or prices for which such items shall be subsequently purchased. No plea of mistake in such accepted bid shall be available to the undersigned bidder and no bid may be withdrawn before the expiration of sixty days from date of submission thereof.

Attached hereto is bid security in the form of Bid Bond ( ), or bank/cashier's check ( ).

**\*\* For check attachment see bank/cashier's check transmittal form.**

\$ \_\_\_\_\_ (if required in Notice to Bidders)

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

Guaranteed Date of Completion (After awarded by Board): \_\_\_\_\_

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

\_\_\_\_\_  
Title

Subscribed and sworn to before me \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Seal Notary Public

\* Must be completed

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL  
1445 STATE RT. 31  
ANNANDALE, NJ 08801**

**NOTICE TO BIDDERS**

Sealed proposals will be received by the North Hunterdon-Voorhees Regional High School District Board of Education on October 31, 2023, at 11:00 A.M. prevailing time, in the offices of Educational Data Services, Inc., 236 Midland Avenue, Saddle Brook, New Jersey 07663 for the 2023-2024 School Year for the following category:

N.H.H.S. Gold Gym Bleachers

Specifications and instructions to bidders may be obtained by calling Educational Data Services at (973) 340-8800, or by logging onto our website at [www.ed-data.com](http://www.ed-data.com). Click vendors & fill out the Vendor Bid Enrollment form.

Bids must be submitted in sealed envelopes and distinctly marked with the name of the bidder, category bid on, and marked "North Hunterdon Gold Gym Bleachers Bid Due October 31, 2023, at 11:00 A.M."

**BIDS MUST BE DELIVERED OR MAILED TO:**

**EDUCATIONAL DATA SERVICES, INC  
236 MIDLAND AVENUE,  
SADDLE BROOK, N.J. 07663**

Bidders are required to comply with the requirements of Chapter 127, Public Laws of 1975, and Chapter 33, Public Laws of 1977 and Vendors must adhere to New Jersey Statutes Title 18A Education 18A-18A (1-59), and any other related federal, state, or local laws.

Bids opened and read shall remain irrevocable for a period of sixty (60) days.

**PRICES MUST REMAIN FIRM UNTIL JANUARY 31, 2024**

The North Hunterdon-Voorhees Regional High School District Board of Education acts as administrator of the bidding procedure and as such, reserves the right to accept or reject any or all bids or to waive informality in bidding, if it is in the interest of such district to do so.

A performance bond of one hundred percent (100%) MAY be requested by the School District participating in the bid, and, if requested, must be submitted within ten (10) days.

Dated: October 12<sup>th</sup>, 2023

**Kathryn Blew  
Business Administrator**

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

**ACCEPTANCE OF RFP(BID) AND CONTRACT AWARD**  
(to be completed by Bidder)

In compliance with the Request for Proposals, the undersigned warrants that I/we have examined the Requirements and Conditions and, being familiar with all the conditions surrounding the proposed projects, hereby offer and agree to furnish all labor, materials, and supplies incurred in compliance with all terms, conditions, and specifications and amendments in the Request for Proposals. Signature also certifies understanding and compliance with the certification requirements of the NHVRHSD's Terms and Conditions and any special Terms and Conditions if applicable. The undersigned understands that his/her competence and responsibility, time of completion, as well as other factors of interest to the NHVRHSD as stated in the evaluation sections will be a consideration in making the award.

Your bid is hereby accepted. As contractor, you are now bound to sell the materials and services listed by the attached bid based upon the solicitation, including all terms, conditions, specifications, amendments as set forth in the Request for Proposal. As contractor you are hereby cautioned not to commence any billable work or provide any material or service under this contract until the contractor receives an executed purchase order from the District. The parties intend this contract to constitute the final and complete agreement between the NHVRHSD and contractor, and no other agreements, oral or otherwise, regarding the subject matter of this contract shall bind any of the parties hereto. No change or modification of this contract shall be valid unless it shall be in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The term of the agreement shall commence on award and continue until January 31, 2024 as per legal ad, unless terminated, canceled or extended.

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

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Person (print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Acceptance of Bid and Contract Award to be completed only by NHVRHSD**

Awarding Agency: North Hunterdon-Voorhees Regional High School District

Authorized Signature: \_\_\_\_\_  
Kathryn Blew, SBA/BS

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2023

NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.

ADDITIONAL SPECIFICATION NOTES:

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*Prices must remain firm until January 31,  
2024.*

NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.

**BID BOND INFORMATION**

**Please note:**

*THERE IS NO BID BOND OR BANK/CASHIER'S  
CHECK REQUIRED FOR THIS BID.*

## **Note to Vendors Regarding Upload of Bid Documents**

Please note that in an effort to streamline and simplify the bidding process, the Bid Program has been updated with a new feature. This feature will permit a vendor to manually upload and submit some of the bid documents electronically. Once a document has been uploaded, (in most cases it will be left "On File") on the Ed-Data server. It will be available to be used in future bid submissions.

Please refer to the "Document Uploading Instructions" for details to upload of documents.

It is not required that vendors use this procedure, but it is believed that this will expedite the bid process. Vendors are strongly encouraged to use this tool.

Vendors will no longer need to physically provide "Uploaded" documents. Vendors however will still need to click where appropriate to meet bid submission conditions

**Vendors will still need to submit a hard copy of their Bid Pricing as well any other documents marked n/a in the "On File" portion of the Bidder's Checklist.**

# Document Uploading Instructions

The new changes to the bid program allow you to manually upload your own bid documents through the bid program itself. These changes were created mainly for efficiency, because the documents you upload stay in the system and they can be used in future bids with minimal effort. In these instructions we will run you through, with pictures, how to successfully upload your bid documents.

Note that it is NOT a requirement to use these new changes, it is optional.



Open up the bid program for the bid you are working on. To get started submitting your documents, you will go to the top of the page in the bid program and click on Bidder Checklist.

The screenshot shows a window titled 'Browse the Bidder's Checklist ...'. It contains the following text: 'Please "Check" each entry in the Bidder's Checklist while verifying that each document is available to be included with your bid. Checklist items listed as "Optional" should only be "checked" if a document is being submitted. Please note: Completion of the Bidder's Checklist, is a requirement of this bid.'

Item#	Checklist Item Description	On File	Uploaded
<input type="checkbox"/>	1 Bidder's Checklist	n/a	n/a
<input type="checkbox"/>	2 Bid Proposal Page	n/a	n/a
<input type="checkbox"/>	3 Report of Items Bid for Final Bid Submission	n/a	n/a
<input type="checkbox"/>	4 Stockholder Information		
<input type="checkbox"/>	5 Certificate of Return and Restocking Fee	n/a	n/a
<input type="checkbox"/>	6 Affirmative Action Compliance Form		
<input type="checkbox"/>	7 AA302, CEIR, or Letter of Fed Affirmative Action Plan Approval		
<input type="checkbox"/>	8 C-271 Political Contribution Disclosure Form		
<input type="checkbox"/>	9 New Jersey Business Registration Certificate		
<input type="checkbox"/>	10 Disclosure of Investment Activities in Iran		
<input type="checkbox"/>	11 W-9 Form		
<input type="checkbox"/>	12 Additional Vendor Information / Documents (Optional)	n/a	n/a
<input type="checkbox"/>	13 Additional Documents Regarding Catalog Discounts (Optional)	n/a	n/a
<input type="checkbox"/>	14 Additional Affirmative Action Documents (Optional)	n/a	n/a
<input type="checkbox"/>	15 Product Literature (Optional)	n/a	n/a
<input type="checkbox"/>	16 Material Safety Data Sheets (Optional)	n/a	n/a
<input type="checkbox"/>	17 Public Works Contractors Registration Certificate (Optional)	n/a	n/a

Additional Information About Selected Checklist Item ...

Place the Bid Cover Sheet on top of this document.

\*\*\* PLEASE BE AWARE TO SCROLL DOWN TO VIEW ALL DOCUMENTS \*\*\*

On the right side of the window, there are several buttons: 'Check' (checked), 'Uncheck', 'Upload/Submit Document (for selected item)', 'Update Column of "On File" Documents', 'View/Submit "On File" Document (for selected item)', 'Print Bidder's Checklist Worksheet', and 'Close'.

This is the Bidder's Checklist. There are three new clickable buttons you will find on the right side of the screen; Upload/Submit Document, Update Column of "On File" Documents, and View/Submit "On File" Document.



Note how there is "n/a" marked next to some items. Documents that you cannot submit manually will be marked n/a (not applicable). In the example above, Bidder's Checklist is selected yet the Upload/Submit button cannot be clicked. This is because that item is not applicable.

**Browse the Bidder's Checklist ...**

Please "Check" each entry in the Bidder's Checklist while verifying that each document is available to be included with your bid. Checklist items listed as "Optional" should only be "checked" if a document is being submitted. Please note: Completion of the Bidder's Checklist, is a requirement of this bid.

Item#	Checklist Item Description	On File	Uploaded
<input type="checkbox"/>	1 Bidder's Checklist	n/a	n/a
<input type="checkbox"/>	2 Bid Proposal Page	n/a	n/a
<input type="checkbox"/>	3 Report of Items Bid for Final Bid Submission	n/a	n/a
<input type="checkbox"/>	4 Stockholder Information		
<input type="checkbox"/>	5 Certificate of Return and Restocking Fee	n/a	n/a
<input type="checkbox"/>	6 Affirmative Action Compliance Form		
<input type="checkbox"/>	7 AA302, CEIR, or Letter of Fed Affirmative Action Plan Approval		
<input type="checkbox"/>	8 C-271 Political Contribution Disclosure Form		
<input type="checkbox"/>	9 New Jersey Business Registration Certificate		
<input type="checkbox"/>	10 Disclosure of Investment Activities in Iran		
<input type="checkbox"/>	11 W-9 Form		
<input type="checkbox"/>	12 Additional Vendor Information / Documents (Optional)	n/a	n/a
<input type="checkbox"/>	13 Additional Documents Regarding Catalog Discounts (Optional)	n/a	n/a
<input type="checkbox"/>	14 Additional Affirmative Action Documents (Optional)	n/a	n/a
<input type="checkbox"/>	15 Product Literature (Optional)	n/a	n/a
<input type="checkbox"/>	16 Material Safety Data Sheets (Optional)	n/a	n/a
<input type="checkbox"/>	17 Public Media Contract Registration Certificate (Optional)	n/a	n/a

Additional Information About Selected Checklist Item ...

\*\*\* PLEASE BE AWARE TO SCROLL DOWN TO VIEW ALL DOCUMENTS \*\*\*

Buttons:  Check,  Uncheck, Upload/Submit Document (for selected item), Update Column of "On File" Documents, View/Submit "On File" Document (for selected item), Print Bidder's Checklist Worksheet, Close


Move on to an applicable item you would like to submit. Click on it to highlight it. In this example, Shipping Charges Outside Bulk Order is selected. Note that the Upload/Submit button is now able to be clicked because this item is applicable for submission. Click on Upload/Submit Document.

**Upload/Submit Document**

**Upload Document: Shipping Charges Outside Bulk Order**  
**You are about to transmit a document file to Educational Data.**  
**The file should already exist on your computer as a PDF type file.**  
**WARNING: DO NOT UPLOAD DOCUMENTS WITH BID PRICING INFORMATION**

Select the File to Upload

C:\MyEddataDocs\EdDataBidDocumentTest.pdf

 View Selected File  Click here if problems viewing documents

Document Expiration Date (Required if applicable):  mm/dd/yy

Document Number (Required if applicable):

\* Note: Please use the Email address and Password included in the Invitation to Bid Email.

Your Email Address:

Password:

Warning: Your AntiVirus may warn you that "Bid2.exe" is trying to open a connection to the internet.  
 If your AntiVirus causes the transmission to fail on the first attempt, a screen should display allowing you to "Retry".

Upload/Submit File  Cancel

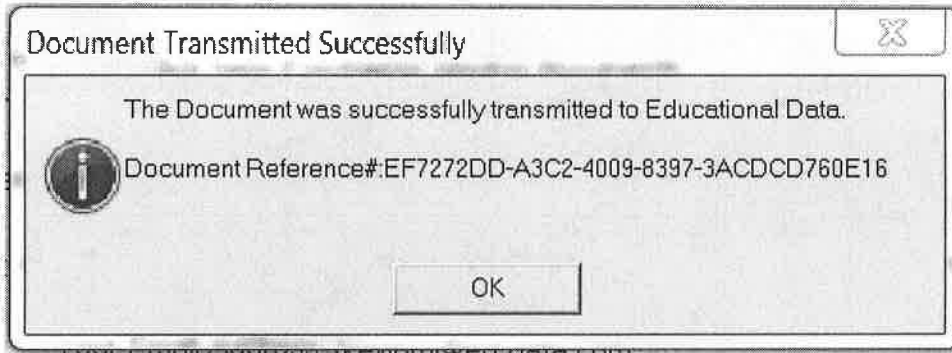
Once you have clicked Upload/Submit, this page will appear. The first thing you will do here is select your PDF document that you want to submit. Note that ALL DOCUMENTS submitted through this bid program MUST be in PDF format.

Once you have selected the file you may view it before submitting it. Clicking on View Selected File will open up a page where you can see exactly what it is your are submitting. This is good for making sure you are submitting the correct document. To get out of that view page, click Exit Document on the top right of the screen.

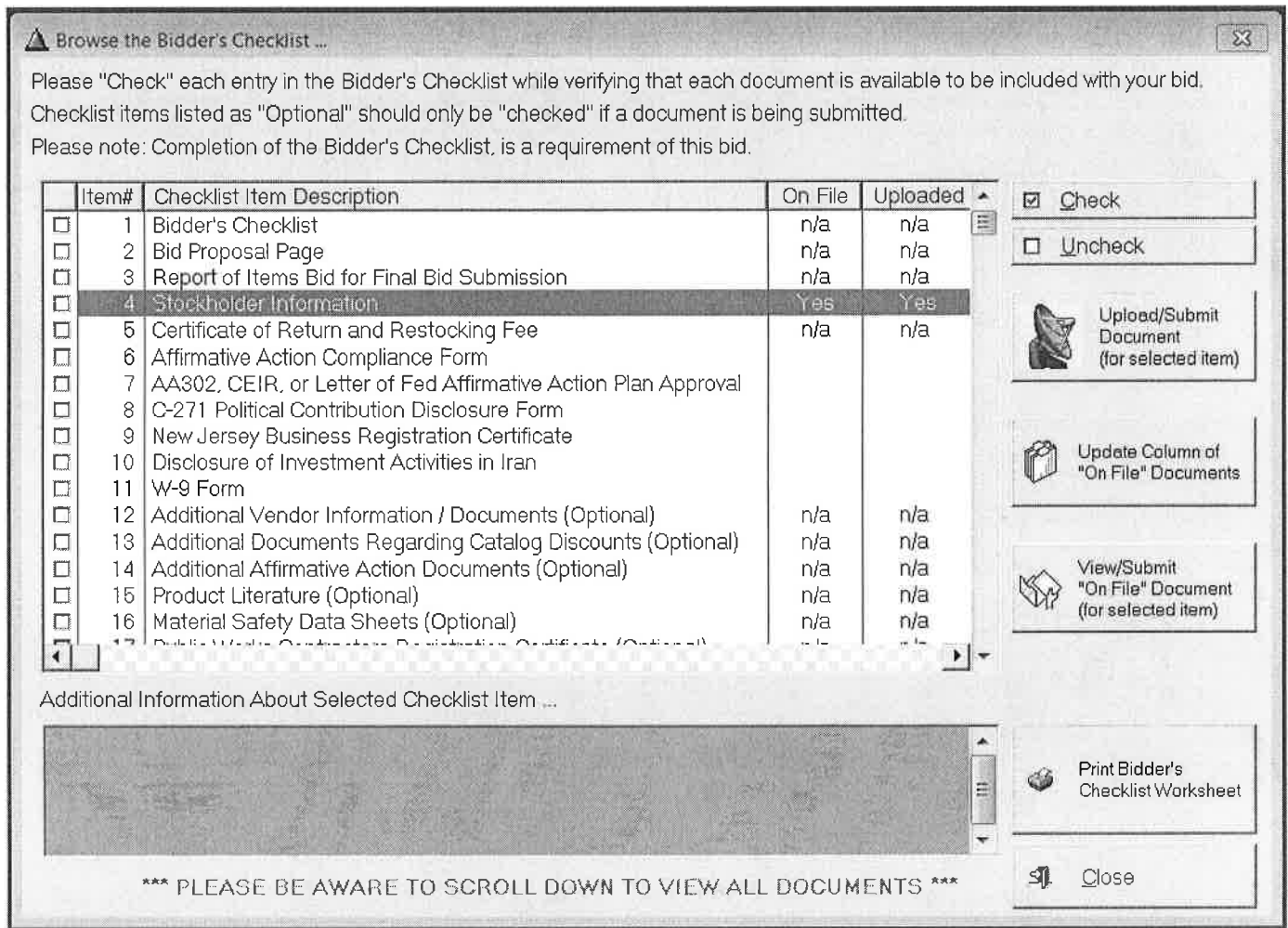
Document Expiration Date is only applicable to documents that have an expiration date, such as a certifications, licenses, etc. If an expiration date exists on the document you are submitting, enter that information.

For all documents submitted you will need to enter the correct email and password where required. This is the email and password included in the Invitation to Bid Email.

Once all the required information has been entered, click Upload/Submit File.



Once the submission has been completed, this screen will come up. Click OK to get out of this screen.



When you come back to the checklist, the document that you have submitted will be "On File" and "Uploaded." You will do this for all applicable documents you wish to submit.

Once you are finished, the documents you submitted may be used in future bids.

**Browse the Bidder's Checklist ...**

Please "Check" each entry in the Bidder's Checklist while verifying that each document is available to be included with your bid. Checklist items listed as "Optional" should only be "checked" if a document is being submitted. Please note: Completion of the Bidder's Checklist, is a requirement of this bid.

Item#	Checklist Item Description	On File	Uploaded
<input type="checkbox"/>	1 Bidder's Checklist	n/a	n/a
<input type="checkbox"/>	2 Bid Proposal Page	n/a	n/a
<input type="checkbox"/>	3 Report of Items Bid for Final Bid Submission	n/a	n/a
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<input type="checkbox"/>	14 Additional Affirmative Action Documents (Optional)	n/a	n/a
<input type="checkbox"/>	15 Product Literature (Optional)	n/a	n/a
<input type="checkbox"/>	16 Material Safety Data Sheets (Optional)	n/a	n/a
<input type="checkbox"/>	17 Public Works Contractor Registration Certificate (Optional)	n/a	n/a

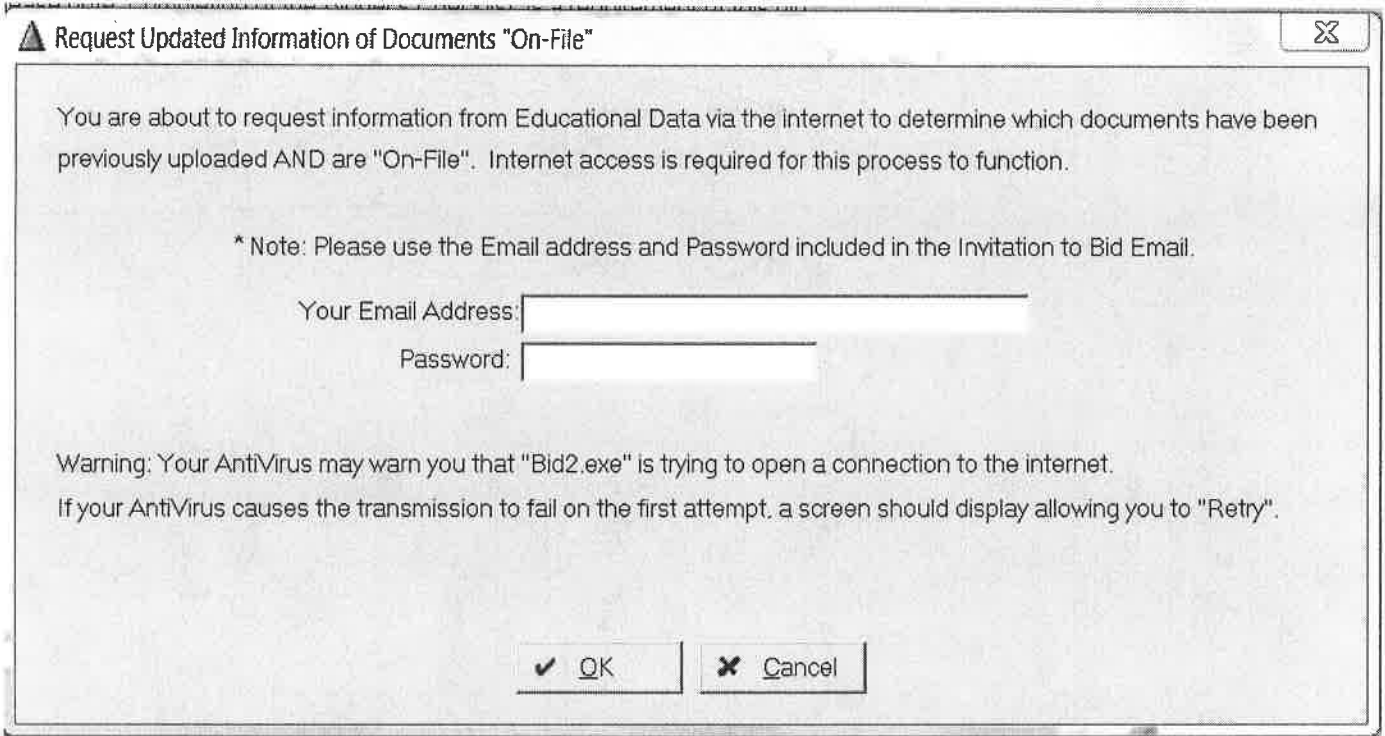
Additional Information About Selected Checklist Item ...

Place the Bid Cover Sheet on top of this document.

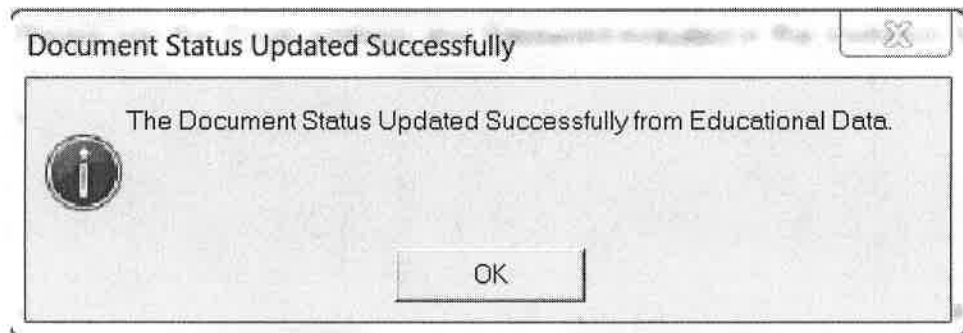
\*\*\* PLEASE BE AWARE TO SCROLL DOWN TO VIEW ALL DOCUMENTS \*\*\*

Check  
 Uncheck  
 Upload/Submit Document (for selected item)  
 Update Column of "On File" Documents  
 View/Submit "On File" Document (for selected item)  
 Print Bidder's Checklist Worksheet  
 Close

You may use On File documents in subsequent Bids. Instead of looking through your own files for the document you want to upload you may use the documents you uploaded in previous bids for future bids. For example, the image above is a new bid, separate from the previous examples. When you get to the Bidder Checklist page in the new bid, you may see which documents (the documents from previous bids) are on file in the system. Clicking on Update Column of "On File" Documents will show you what documents are on file. After clicking on the button to update the "On-File" status, the status will show as "Yes", "No", "Expired", or "Incomplete". In the case of an "Expired" status, a new document will be required. An "Incomplete" status means that a document was previously uploaded without the expiration or document number. In this situation the document will be to be resubmitted with the required fields.



You will be brought to this screen where you will enter the correct email and password. Click OK.



This screen shows that the document status has been updated. Previously uploaded documents will now show as on-file.

**Browse the Bidder's Checklist ...**

Please "Check" each entry in the Bidder's Checklist while verifying that each document is available to be included with your bid. Checklist items listed as "Optional" should only be "checked" if a document is being submitted.  
Please note: Completion of the Bidder's Checklist, is a requirement of this bid.

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<input type="checkbox"/>	4 Stockholder Information	Yes	
<input type="checkbox"/>	5 Certificate of Return and Restocking Fee	n/a	n/a
<input type="checkbox"/>	6 Affirmative Action Compliance Form	Yes	
<input type="checkbox"/>	7 AA302, CEIR, or Letter of Fed Affirmative Action Plan Approval	Yes	
<input type="checkbox"/>	8 C-271 Political Contribution Disclosure Form	No	
<input type="checkbox"/>	9 New Jersey Business Registration Certificate	No	
<input type="checkbox"/>	10 Disclosure of Investment Activities in Iran	No	
<input type="checkbox"/>	11 W-9 Form	No	
<input type="checkbox"/>	12 Additional Vendor Information / Documents (Optional)	n/a	n/a
<input type="checkbox"/>	13 Additional Documents Regarding Catalog Discounts (Optional)	n/a	n/a
<input type="checkbox"/>	14 Additional Affirmative Action Documents (Optional)	n/a	n/a
<input type="checkbox"/>	15 Product Literature (Optional)	n/a	n/a
<input type="checkbox"/>	16 Material Safety Data Sheets (Optional)	n/a	n/a
<input type="checkbox"/>	17 Public Works Contractors Registration Certificate (Optional)	n/a	n/a

Additional Information About Selected Checklist Item ...

Place the Bid Cover Sheet on top of this document.

\*\*\* PLEASE BE AWARE TO SCROLL DOWN TO VIEW ALL DOCUMENTS \*\*\*

Check  
 Uncheck  
 Upload/Submit Document (for selected item)  
 Update Column of "On File" Documents  
 View/Submit "On File" Document (for selected item)  
 Print Bidder's Checklist Worksheet

Now that the status has been updated it will show "on-file" for documents that are in the system.

Note that even if it says yes under "on file" it does not mean it has been uploaded. You will still have to upload it, but you will not have to go looking for it in your personal files. The system essentially saves what you have done in previous bids.






**Browse the Bidder's Checklist ...**

Please "Check" each entry in the Bidder's Checklist while verifying that each document is available to be included with your bid. Checklist items listed as "Optional" should only be "checked" if a document is being submitted.  
Please note: Completion of the Bidder's Checklist, is a requirement of this bid.

Item#	Checklist Item Description	On File	Uploaded
<input type="checkbox"/>	1 Bidder's Checklist	n/a	n/a
<input type="checkbox"/>	2 Bid Proposal Page	n/a	n/a
<input type="checkbox"/>	3 Report of Items Bid for Final Bid Submission	n/a	n/a
<input type="checkbox"/>	4 Stockholder Information	Yes	
<input type="checkbox"/>	5 Certificate of Return and Restocking Fee	n/a	n/a
<input type="checkbox"/>	6 Affirmative Action Compliance Form	Yes	
<input type="checkbox"/>	7 AA302, CEIR, or Letter of Fed Affirmative Action Plan Approval	Yes	
<input type="checkbox"/>	8 C-271 Political Contribution Disclosure Form	No	
<input type="checkbox"/>	9 New Jersey Business Registration Certificate	No	
<input type="checkbox"/>	10 Disclosure of Investment Activities in Iran	No	
<input type="checkbox"/>	11 W-9 Form	No	
<input type="checkbox"/>	12 Additional Vendor Information / Documents (Optional)	n/a	n/a
<input type="checkbox"/>	13 Additional Documents Regarding Catalog Discounts (Optional)	n/a	n/a
<input type="checkbox"/>	14 Additional Affirmative Action Documents (Optional)	n/a	n/a
<input type="checkbox"/>	15 Product Literature (Optional)	n/a	n/a
<input type="checkbox"/>	16 Material Safety Data Sheets (Optional)	n/a	n/a
<input type="checkbox"/>	17 Public Works Contractors Registration Certificate (Optional)	n/a	n/a

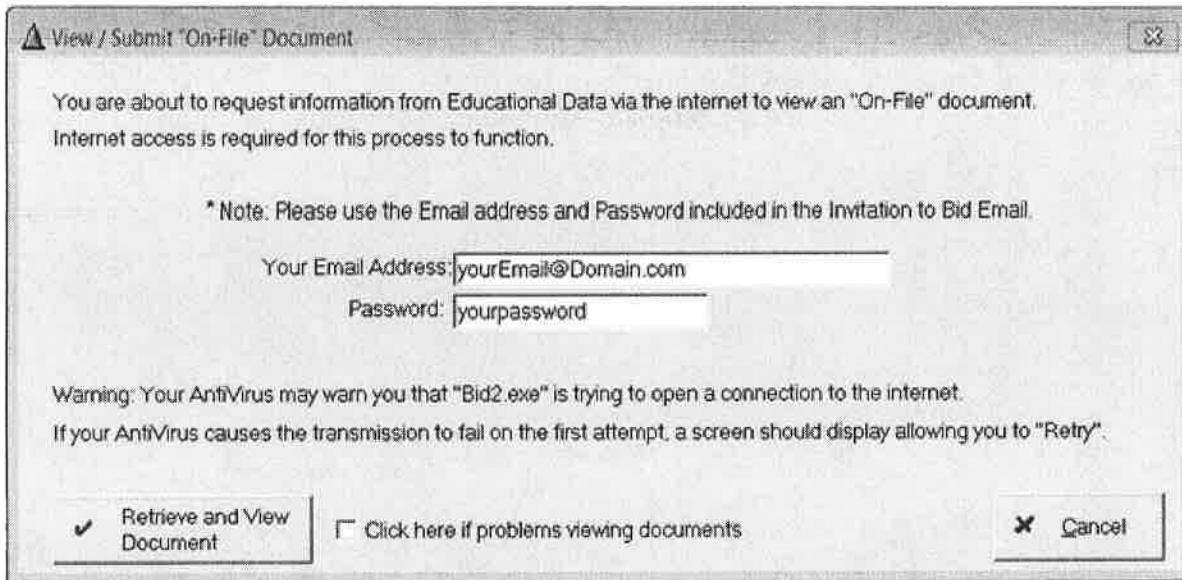
Additional Information About Selected Checklist Item ...

\*\*\* PLEASE BE AWARE TO SCROLL DOWN TO VIEW ALL DOCUMENTS \*\*\*

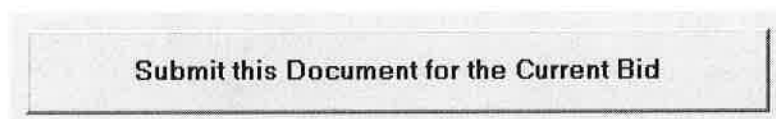
Check  
 Uncheck  
 Upload/Submit Document (for selected item)  
 Update Column of "On File" Documents  
 View/Submit "On File" Document (for selected item)  
 Print Bidder's Checklist Worksheet  
 Close

The process for uploading an On File document differs from uploading something new. Once you have updated the column of on file documents select the on-file document that you want to submit/view. Click on View/Submit "On File" Document.

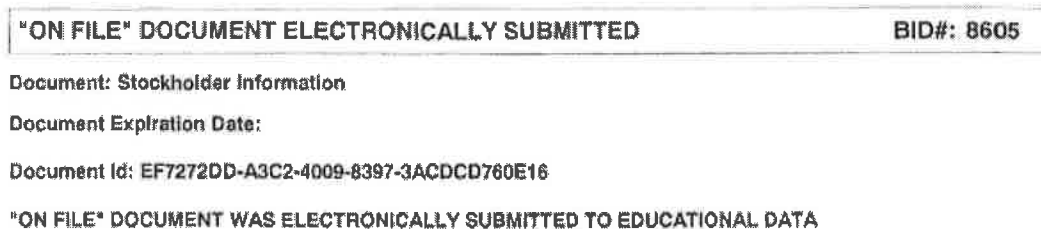




Here you will be able to view and submit the document. Enter the correct email and password and click on Retrieve and View Document.



The document will appear in a separate window with a button at the top of the screen to confirm submission. Once you viewed the document and are ready to submit it, click Submit this Document for the Current Bid.



Documents that have been uploaded through this program will have this type of message at the end of the document. Since there will be no physical document to put in the paper work, this page will take its place.



## Font Issue Solutions

When you install the bid, a font package that creates the barcodes on the pages is included with the download. In the event that the font package does not install properly, the bidder's checklist will appear odd with large text printed rather than a barcode. The way to correct this issue is to go to your C drive, or whatever drive you downloaded the bid to (Ed-Data defaults the bid program to the C drive, if you did not change this prior to the download, it will be there). In that location, there will be a folder named "Eddata", in that folder should be a sub-folder named EDSVBS. In that folder is a file named "code 128", that is the font package. If you double click that file, it should open a page that has an install option. Run the install. If it worked, the bar codes will show when you go to print the bidder's checklist. You may need to reboot your computer afterwards.

If this method does not work, go back to the EDSVBS folder. Highlight the "code 128" file and copy it. From there you will go in to your control panel. In the control panel, find your fonts. Paste the file where it lists all of your fonts. You may need to reboot your computer afterwards.

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

**INSURANCE AND INDEMNIFICATION**

The bidder to whom the contract is awarded for any service work or construction work shall secure, pay the premiums for and keep in force until the contract expires, insurance of the types and amounts listed as listed:

General Liability	\$2,000,000. General Aggregate
	\$1,000,000. Products
	\$1,000,000. Bodily Injury, Property Damage & Personal Injury Combined
	\$1,000,000. Each Occurrence
	\$ 100,000. Pollution Cleanup
	\$ 50,000. Fire Damage
	\$ 5,000. Medical Expense
Excess Umbrella Liability	\$4,000,000.
Sexual Harassment	\$1,000,000. (Recommended)
Comprehensive Automobile	\$1,000,000. Combined Single Limit Bodily Injury/Property Damage Liability Coverage

**(A) Insurance Certificate – When Required**

- The contractor shall present to the Board of Education an insurance certificate in the above types and limits before any work or service begins.
- Automobile liability insurance coverage shall be included for any vehicle used by the contractor.
- **The certificate holder shall be as follows:**

*North Hunterdon-Voorhees Regional High School District  
1445 State Route 31  
Annandale, NJ 08801*

Additional Insured Clause-- The contractor must include the following clause on the insurance certificate.

***“North Hunterdon-Voorhees Regional High School District”***

**OTHER INSURANCES**

**WORKERS COMPENSATION** Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States, must be available for perusal. The minimum limits are the following, unless a greater amount is required by law:

Bodily Injury by Accident	\$1,000,000. Each Accident
Bodily Injury by Disease	\$1,000,000. Policy Limit
Bodily Injury by Disease	\$1,000,000. Each Employee
Contract Liability	Same as General Liability

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
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**(B) Indemnification**

The contractor shall assume all risk of and responsibility for, and agrees to indemnify, defend, and save harmless the Board and its agents, employees and Board members, from and against any and all claims, demands, suits, actions, recoveries, judgments and costs and expenses (including, but not limited to, attorney's fees) in connection therewith on account of the loss of life or property or injury or damage to any person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the work and/or materials supplied under this contract or the performance of services by the contractor under the agreement or by a party for the whole contract is liable. This indemnification obligation is not limited by, but is in addition to, the insurance obligations contained in this agreement.

The Contractor is to assume all liability of every sort of incident to the work, including property damage caused by him or his men or by any subcontractor employed by him or any of the subcontractors.

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**Additional Note Regarding Bidder's Checklist**

Failure to submit completed bidder's checklist at the time of the bid opening, and/or provide required documents associated with aforementioned checklist may result in that vendor's bid being deemed non-responsive and having that vendor's bid rejected.

NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
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**NOTICE TO VENDORS REGARDING**  
**SUBMISSION OF BID DOCUMENTS**

*Please note that the N.H.H.S. Gold Gym Bleachers Bid for  
North Hunterdon-Voorhees Regional High School District,  
will be received by the offices of  
Educational Data Services,  
236 Midland Avenue,  
Saddle Brook, New Jersey 07663  
at 11:00 A.M. prevailing time on October 31, 2023.*

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
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# **TO ALL VENDORS**

Educational Data Services, Inc., will not consider any bid on which there is any alteration to, or departure from, the bid specifications. Bidders are not to make any changes on the Bid Proposal Form, or qualify their bid with conditions differing from those defined in the bid specification documents.

Bidders are to submit one bid price per item. Educational Data Services, Inc., will not accept multiple bids on an individual basis, nor will Educational Data Services, Inc., accept a "bottom line" or "all or none" bid subject to the bidder receiving the entire contract.

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
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Bid # \_\_\_\_\_

Ed Data Assigned Vendor Number \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

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

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

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

in the County of \_\_\_\_\_ and the State of \_\_\_\_\_

of full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_

*Position in Company*

and the bidder making the Proposal for the above names contract, and that I executed the said Proposal with full authority so to do; that I have not, directly or indirectly, entered into any agreement, participated in any collusion, discussed any or all parts of this proposal with any potential bidders, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named bid, and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the Board of Education 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 bid.

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

\_\_\_\_\_  
(Print Name of Contractor/Vendor)

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

(SIGNATURE OF CONTRACTOR/VENDOR)

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

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

\_\_\_\_\_  
Print Name of Notary Public

My commission expires \_\_\_\_\_

Month

Day

Year

---

**NHVRHSD- N.H.H.S. Gold Gym Bleachers BID # 12407**

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
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*To be completed, signed and returned with Bid/Proposal*

**STATEMENT OF OWNERSHIP DISCLOSURE**

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

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

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

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

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

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

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

**Part II Check the appropriate box**

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

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

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



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

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

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

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

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

**Part IV Certification**

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

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<b>Full Name (Print):</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Date:</b>	

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

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**STATEMENT OF OWNERSHIP** (N.J.S.A. 52:25-24.2)

**Statement of Ownership**

No business organization, regardless of 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 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 required.

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**ATTENTION**

**VENDORS BIDDING ON NEW JERSEY SCHOOL DISTRICTS**

**RE: NEW JERSEY BUSINESS REGISTRATION CERTIFICATE**

The State of New Jersey, Department of the Treasury has now enforced the existing mandate that **all OUT OF STATE vendors** (DOING BUSINESS IN NEW JERSEY) must complete a CERTIFICATE OF FORMATION/RECORDING NEW BUSINESS ENTITIES, effective this past August 2018 as part of the Business Registration Certification process. It requires the completion of both Step 1 and obviously Step 2. This certification can be filed electronically. The state has indicated that any out of state vendor, who does not fulfill this mandate, will sacrifice their New Jersey Business Registration Certificate, and without the CERTIFICATE OF FORMATION/RECORDING NEW BUSINESS ENTITIES according to the state, the New Jersey Business Registration Certificate will not be valid.

To assure that your company is complying, check the state website to view your company's listing @ [https://www1.state.nj.us/TYTR\\_BRC/servlet/common/BRCLogin](https://www1.state.nj.us/TYTR_BRC/servlet/common/BRCLogin)

**For the Certificate of Formation/Recording New Business Entity:**

OUT OF STATE VENDORS MUST CONTACT:

<https://www.nj.gov/treasury/revenue/gettingregistered.shtml>

**Step 1 - RECORDING NEW BUSINESS ENTITIES**

Step 1 applies to all New Jersey (domestic) and out-of-state (foreign) corporations, limited liability companies, limited partnerships and limited liability partnerships. You must file an original formation/authorization certificate with the State of New Jersey. The filing process can be completed online. All profit businesses (domestic and foreign) and foreign non-profits must pay a statutory filing fee of \$125. The statutory filing fee for domestic non-profits is \$75.00.

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If you choose not to record your business online, you may download the forms and instructions, which are found in the [Business Registration Packet](#).

**PHONE:** 609-292-9292

**PLEASE DO NOT CONTACT EDUCATIONAL DATA RELATIVE TO THIS MANDATE. ALL INQUIRIES SHOULD BE MADE TO THE STATE. PLEASE SEND ANY REVISIONS TO YOUR CERTIFICATION TO: MYRIAMZ@ED-DATA.COM.**

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**Mandatory Written Acknowledgement**

I have read this notification relative to Out of State Vendors for fulfilling Recording New Business Entity requirements.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

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**CRIMINAL BACKGROUND CHECK MANDATE**

**All vendors must adhere to the state's CRIMINAL BACKGROUND CHECK. The state law is clear that since you will be in a public-school setting, background checks are required. This is a state mandate.**

**North Hunterdon-Voorhees Regional High School District is requiring that all vendors adhere to the New Jersey Criminal History Record Check. Districts may require proof of background checks for any vendor entering their district building. Statute (N.J.S.A.18A:6-7.2), indicates the requirements and as such, you are required to meet the state requirement.**

**The attached form must be completed and returned indicating a memorandum of understanding that you are complying with state law.**

**CRIMINAL BACKGROUND CHECK**

The contractor and all subcontractors for the project shall provide to the school district (Director of Facilities or School Business Administrator/Board Secretary) evidence or proof that each worker assigned to the project that comes in regular contact with students, has had a criminal history background check, and that said check indicates that no criminal history record information exists on file for that worker.

The determination of "regular contact with students" will be made by the school district. Failure to provide proof of criminal history background check for any contractor or subcontractor employee coming in regular contact with students may be cause for breach of contract.

If it is discovered during the course of the contract that a contractor or subcontractor employee has a disqualifying criminal history or the employee has not had a criminal history background check, that employee is to be removed from the project immediately.

**If you have concerns, please contact the state. DO NOT CONTACT ED DATA.**

The Office of Student Protection is responsible for conducting criminal history background checks on employees in the public, private handicap, and nonpublic schools in New Jersey.

It is the principal objective of the unit to execute the statutory mandates of the enabling legislation, N.J.S.A.18A:6-7.1 et seq., N.J.S.A.18A:39-17 et seq., N.J.S.A. 18A:6-4.13 et seq., and N.J.S.A. 18A:12-1 et seq. in a comprehensive and responsible manner.

The Criminal History Record Check process includes a fingerprint search of the applicant/employee by the New Jersey State Police and the Federal Bureau of Investigation.

**The educational facility or authorized contractor is statutorily responsible to ensure that the applicants, employees, or board/trustee members complete the Criminal History Record Check process prior to employment or service.**



**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT**

**N.H.H.S. Gold Gym Bleachers BID # 12407**

**Tuesday, October 31, 2023 at 11:00 A.M.**

**They must provide the individual with the county, district, contractor and/or school codes and instructions on accessing the online e-payment process and the IdentoGo NJ universal fingerprinting form.**

**Upon completion of this process, the applicant may access the Idemia website through a link on the e-payment process confirmation page.**

Phone : 609-376-3999

Fax : 609-777-4016

Email : [OfficeofStudentProtection@doe.nj.gov](mailto:OfficeofStudentProtection@doe.nj.gov)

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MEMORANDUM OF UNDERSTANDING

\_\_\_\_\_ (name of company) agrees to complete and adhere to the New Jersey Criminal History Record Check and furthermore understands that districts may require documentation of vendor employees working in your building. Such documentation is issued by the state of New Jersey and must be carried with your employee entering a school building in New Jersey.

\_\_\_\_\_ President of Company  
signature

\_\_\_\_\_ Date

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**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM  
Contractor Instructions**

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

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

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

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

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

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

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

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

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

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public under the Open Public Records Act.

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

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



**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

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**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

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## Prohibited Russia-Belarus Activities & Iran Investment Activities

Person or Entity

### Part 1: Certification

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

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

<https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

[www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf).

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

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

If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may be provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default, and seeking debarment or suspension of the party.

### CONTRACT AWARDS AND RENEWALS



*I certify, pursuant to law, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate appears on the N.J. Department of Treasury's lists of entities engaged in prohibited activities in Russia or Belarus pursuant to P.L. 2022, c. 3 or in investment activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. (Skip Part 2 and sign and complete the Certification below.)*

**CONTRACT AMENDMENTS AND EXTENSIONS**



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

**IF UNABLE TO CERTIFY**



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

**Part 2: Additional Information**

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

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

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

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

*I acknowledge that the **North Hunterdon-Voorhees Regional High School District** is relying on the information contained herein and hereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **North Hunterdon-Voorhees Regional High School District** to notify **North Hunterdon-Voorhees Regional High School District** in writing of any changes to the answers of information contained herein.*

*I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the local district at its option may declare any contract(s) resulting from this certification void and unenforceable.*

<b>Full Name (Print)</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY  
33 WEST STATE STREET, P.O. BOX 230  
TRENTON, NEW JERSEY 08625-0230

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

**BID/SOLICITATION**

**VENDOR/BIDDER:**

**PART 1**  
**CERTIFICATION**

**VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES**  
**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

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 nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CHECK THE APPROPRIATE BOX**

A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its 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"). Disregard Part 2 and complete and sign the Certification below.

**OR**

B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information 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**

**PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: \_\_\_\_\_  
RELATIONSHIP TO VENDOR/BIDDER: \_\_\_\_\_  
DESCRIPTION OF ACTIVITIES: \_\_\_\_\_  
DURATION OF ENGAGEMENT: \_\_\_\_\_  
ANTICIPATED CESSATION DATE: \_\_\_\_\_  
VENDOR/BIDDER CONTACT NAME: \_\_\_\_\_  
VENDOR/BIDDER CONTACT PHONE NO.: \_\_\_\_\_

*Attach Additional Sheet if Necessary*

**CERTIFICATION**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Request for Taxpayer Identification Number and Certification

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

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

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

### Part I Taxpayer Identification Number (TIN)

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

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

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

### Part II Certification

Under penalties of perjury, I certify that:

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

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

**Sign Here**

Signature of U.S. person ►

Date ►

### General Instructions

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

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

#### Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

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

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

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

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

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

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

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

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

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

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

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

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

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

## Backup Withholding

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

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

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

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

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

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

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

## Updating Your Information

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

## Penalties

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

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

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

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

## Specific Instructions

### Line 1

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

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

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

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

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

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

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

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

### Line 2

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

### Line 3

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

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
<ul style="list-style-type: none"> <li>Corporation</li> </ul>	Corporation
<ul style="list-style-type: none"> <li>Individual</li> <li>Sole proprietorship, or</li> <li>Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.</li> </ul>	Individual/sole proprietor or single-member LLC
<ul style="list-style-type: none"> <li>LLC treated as a partnership for U.S. federal tax purposes,</li> <li>LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or</li> <li>LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.</li> </ul>	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
<ul style="list-style-type: none"> <li>Partnership</li> </ul>	Partnership
<ul style="list-style-type: none"> <li>Trust/estate</li> </ul>	Trust/estate

### Line 4, Exemptions

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

#### Exempt payee code.

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

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

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



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

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

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

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

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

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

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

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

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

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

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

G—A real estate investment trust

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

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

J—A bank as defined in section 581

K—A broker

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

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

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

### Line 5

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

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

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

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

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

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

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

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

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

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

## Part II. Certification

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

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

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



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

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

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

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

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

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>*</sup>

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

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

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

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

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

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

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

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

**Secure Your Tax Records From Identity Theft**

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

To reduce your risk:

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

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

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

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

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

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

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

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

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

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

## Privacy Act Notice

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

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Tuesday, October 31, 2023 at 11:00 A.M.**

Bid # \_\_\_\_\_

Ed Data Assigned Vendor Number \_\_\_\_\_

**AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability**

The contractor and the Board of Education (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 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.

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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 Company \_\_\_\_\_

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

Title or Position \_\_\_\_\_

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

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**CONTRACTOR QUESTIONNAIRE/CERTIFICATION**

Name \_\_\_\_\_ of \_\_\_\_\_ Company \_\_\_\_\_  
\_\_\_\_\_ Street Address \_\_\_\_\_  
\_\_\_\_\_ P.O. \_\_\_\_\_ Box \_\_\_\_\_  
City, State, \_\_\_\_\_ Zip \_\_\_\_\_  
\_\_\_\_\_ Business Phone Number ( \_\_\_\_\_ )  
\_\_\_\_\_ Extension \_\_\_\_\_  
Emergency Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_  
\_\_\_\_\_ FAX NO. ( \_\_\_\_\_ )  
\_\_\_\_\_ 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

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT**

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projects by any federal, state, or local agencies, including any “prior negative experience “  
disqualification pursuant to N.J.S.A. 18A:18A-4 (b) (c)?

Yes

No

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

**Contractor Questionnaire/Certification**--page 2

**Experience – Educational Facilities:**

The Board of Education requires evidence from all bidders that they have completed work or projects of a similar nature as outlined in the bid package. Bidders are to provide evidence of satisfactory completion of work of similar nature as outlined in the bid from three (3) public school districts in New Jersey within the past three (3) years. Bidders are to complete the section on experience and provide supporting documentation with the bid package.

A. Title of Work/Project:

\_\_\_\_\_

Name of School District:

\_\_\_\_\_

Name of School Official: \_\_\_\_\_ Title

\_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail

\_\_\_\_\_

Date(s) of Project:

\_\_\_\_\_

B. Title of Work/Project:

\_\_\_\_\_

Name of School District:

\_\_\_\_\_

Name of School Official: \_\_\_\_\_ Title

\_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail

\_\_\_\_\_

Date(s) of Project:

\_\_\_\_\_

**Contractor Questionnaire/Certification**--page 3

C. Title of Work/Project:

\_\_\_\_\_  
Name of School District:

\_\_\_\_\_  
Name of School Official: \_\_\_\_\_ Title

\_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail

\_\_\_\_\_  
Date(s) of Project:  
\_\_\_\_\_

**References**

**Architects**--List names of architects that you have worked with on projects within the last five (5) years.

	<u>Firm</u>	<u>Principal</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**Bank**--List name of principal bank with which your company does business.

	<u>Bank</u>	<u>Officer</u>	<u>Phone Number</u>
	_____	_____	_____

**Trade**--List names of companies within your trade with which your company does business:

	<u>Firm</u>	<u>Principal</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
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*To be completed, signed and returned with Bid*

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**CONTRACTOR REGISTRATION CERTIFICATION**

**Public Works**

It is the determination of the Board of Education that this is a public works project which contract amount in total will exceed \$2,000.00 (two thousand dollars), therefore, pursuant to the Public Works Contractor Registration Act -- N.J.S.A. 34:11-56.48 et seq., contractors are to be aware of the following:

No contractor shall bid on any contract for public work as defined in section 2 of P.L.1963, c. 150 (C.34:11-56.26) unless the contractor is registered pursuant to this act. No contractor shall list a subcontractor in a bid proposal for the contract unless the subcontractor is registered pursuant to P.L.1999, c.238 (C.34:11-56.48 et seq.) at the time the bid is made. No contractor or subcontractor, including a subcontractor not listed in the bid proposal, shall engage in the performance of any public work subject to the contract, unless the contractor or subcontractor is registered pursuant to that act.

I certify that our company understands that the project of the Board of Education requires that all contractors and subcontractors listed in this proposal possess a valid Contractor Registration Certificate at the time the proposal is received by the Board and furthermore certify that I will provide copies of the valid certificates prior to the award of contract.

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

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

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

Certificate Number

**SAMPLE** State of New Jersey

Expiration Date  
4/10/2001



Department of Labor  
Division of Wage & Hour Compliance

Public Works Contractor Registration Act

Pursuant to Public Law 1999 Chapter 238, the Public Works Contractor Registration Act, this certificate of registration, for purposes of bidding on and engaging in

public work is issued to  
**SAMPLE**

This certificate may not be transferred or assigned

and may be revoked for cause by the Commissioner of Labor.

*Mel Gelade*

MEL GELADE, Commissioner  
Department of Labor

NW-107 (1-00)

NON TRANSFERABLE

Audit Number

*Martin G. ...*  
MARTIN G. ... Director  
Division of Wage & Hour Compliance

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**Sworn Contractor Certification; Qualifications and Credentials**

Pursuant to N.J.S.A. 18A:7G-37, a pre-qualified contractor seeking to bid school facilities projects, and any subcontractors, that are required to be named under N.J.S.A. 18A:7G-1 et seq. shall, as a condition of bidding, submit this Sworn Contractor Certification regarding qualifications and credentials.

I, \_\_\_\_\_, the principal owner or officer of the company certify that the forgoing statements are true and our firm has the following qualifications and credentials:

1. A current, valid certificate of registration issued pursuant to "The Public Works Contractor Registration Act," N.J.S.A. 34:11-56:48 et seq. A copy of which is submitted with its bid;
2. A current, valid Certificate of Authority (Business Registration) to perform work in New Jersey issued by the Department of Treasury, a copy of which is submitted with its bid;
3. A current valid contractor trade license required under applicable New Jersey Law for any specialty trade or specialty area in which the firm seeks to perform work, a copy of which is submitted with its bid;
4. During the term of the school facilities project, I as principal owner or officer of the company or corporation, as contractor, will have in place a suitable quality control and quality assurance program and an appropriate safety and health plan.
5. Certify that, at the time of bidding, the amount of the bid proposal and value of all of its outstanding incomplete contracts does not exceed the firm's existing aggregate rating limit.

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

Name of Owner or Officer \_\_\_\_\_

**Signature of Owner or Officer** \_\_\_\_\_

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

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

\_\_\_\_\_  
**Print Name of Notary Public**

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

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**Truth in Contracting**

**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
- NJ Department of Labor and Workforce Development– Prevailing Wage Debarment List
- Federal Debarred Vendor List—System for Award Management (SAM.gov)

• **Direct/Indirect Interests**

I declare and certify that no member of a participating Board of Education, nor any officer or employee or person whose salary is payable in whole or in part by said Board of Education or their immediate family members are directly or indirectly interested in this bid or in the supplies, materials, equipment, work or services to which it relates, or in any portion of profits thereof. If a situation so exists where a Board member, employee, officer of the board has an interest in the bid, etc., then please attach a letter of explanation to this document, duly signed by the president of the firm or company.

• **Gifts: Gratuities: Compensation**

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

• **Vendor Contributions**

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

• **False Material Representation/Truth in Contracting**

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. I further acknowledge my understanding of the New Jersey Truth in Contracting Laws.

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

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

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---

**Signature**

---

**Date**

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**AFFIRMATIVE ACTION REQUIREMENTS—Goods and Services**

Each company shall submit to the ESC of Morris County Board of Education, after notification of award, but prior to execution of a goods and services contract, **one** of the following three documents:

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

Please note: A completed and signed Affirmative Action Questionnaire is requested with submission of bid/proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence in the form of a current Certificate of Employee Information Report submitted with the bid/proposal.

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A.

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Ed Data Assigned Vendor Number \_\_\_\_\_

**All respondents are urged to submit with their response, a copy of their firm's Certificate of Employee Information Report. Failure to submit the Certificate or other required documents prior to the execution or award of contract will result in the rejection of the bid/proposal.**

***AFFIRMATIVE ACTION QUESTIONNAIRE***

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

1. Our company has a federal Affirmative Action Plan approval.  Yes  No

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

2. Our company has a N.J. State Certificate of Employee Information Report  Yes  No

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

3. If you answered "**NO**" to both questions No. 1 and 2, you must apply for an Affirmative Action Employee Information Report – Form AA302.

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

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

- a. Click on "Employee Information Report"
- b. Complete and submit the form with the appropriate payment to:

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

All fees for this application are to be paid directly to the State of New Jersey. A copy shall be submitted to the Board of Education prior to the execution or award of contract.

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

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

Signature \_\_\_\_\_

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

---

**NHVRHSD- N.H.H.S. Gold Gym Bleachers BID # 12407**



**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

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

Address \_\_\_\_\_

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

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE 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.

*(Revised: January, 2016)*

**STATE OF NEW JERSEY**  
**Division of Purchase & Property**  
**Contract Compliance Audit Unit**  
**EEO Monitoring Program**

**EMPLOYEE INFORMATION REPORT**

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

**SECTION A - COMPANY IDENTIFICATION**

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

**SECTION B - EMPLOYMENT DATA**

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

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (Cols 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	***** MALE *****					***** FEMALE *****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	
Officials/ Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operatives (Semi-skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL														
Total employment From previous Report (if any)														
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.													

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

**SECTION C - SIGNATURE AND IDENTIFICATION**

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

## INSTRUCTIONS FOR COMPLETING THE EMPLOYEE INFORMATION REPORT (FORM AA302)

**IMPORTANT:** READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM. PRINT OR TYPE ALL INFORMATION. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM **AND TO SUBMIT THE REQUIRED \$150.00 NON-REFUNDABLE FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. IF YOU HAVE A CURRENT CERTIFICATE OF EMPLOYEE INFORMATION REPORT, DO NOT COMPLETE THIS FORM UNLESS YOU ARE RENEWING A CERTIFICATE THAT IS DUE FOR EXPIRATION. DO NOT COMPLETE THIS FORM FOR CONSTRUCTION CONTRACT AWARDS.**

**ITEM 1** - Enter the Federal Identification Number assigned by the Internal Revenue Service, or if a Federal Employer Identification Number has been applied for, or if your business is such that you have not or will not receive a Federal Employer Identification Number, enter the Social Security Number of the owner or of one partner, in the case of a partnership.

**ITEM 2** - Check the box appropriate to your TYPE OF BUSINESS. If you are engaged in more than one type of business check the predominate one. If you are a manufacturer deriving more than 50% of your receipts from your own retail outlets, check "Retail".

**ITEM 3** - Enter the total "number" of employees in the entire company, including part-time employees. This number shall include all facilities in the entire firm or corporation.

**ITEM 4** - Enter the name by which the company is identified. If there is more than one company name, enter the predominate one.

**ITEM 5** - Enter the physical location of the company. Include City, County, State and Zip Code.

**ITEM 6** - Enter the name of any parent or affiliated company including the City, County, State and Zip Code. If there is none, so indicate by entering "None" or N/A.

**ITEM 7** - Check the box appropriate to your type of company establishment. "Single-establishment Employer" shall include an employer whose business is conducted at only one physical location. "Multi-establishment Employer" shall include an employer whose business is conducted at more than one location.

**ITEM 8** - If "Multi-establishment" was entered in item 8, enter the number of establishments within the State of New Jersey.

**ITEM 9** - Enter the total number of employees at the establishment being awarded the contract.

**ITEM 10** - Enter the name of the Public Agency awarding the contract. Include City, County, State and Zip Code. This is not applicable if you are renewing a current Certificate.

**ITEM 11** - Enter the appropriate figures on all lines and in all columns. THIS SHALL ONLY INCLUDE EMPLOYMENT DATA FROM THE FACILITY THAT IS BEING AWARDED THE CONTRACT. DO NOT list the same employee in more than one job category. **DO NOT attach an EEO-1 Report.**

**Racial/Ethnic Groups will be defined:**

**Black:** Not of Hispanic origin. Persons having origin in any of the Black racial groups of Africa.

**Hispanic:** Persons of Mexican, Puerto Rican, Cuban, or Central or South American or other Spanish culture or origin, regardless of race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander:** Persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-continent or the Pacific Islands. This area includes for example, China, Japan, Korea, the Phillipine Islands and Samoa.

**Non-Minority:** Any Persons not identified in any of the aforementioned Racial/Ethnic Groups.

**ITEM 12** - Check the appropriate box. If the race or ethnic group information was not obtained by 1 or 2, specify by what other means this was done in 3.

**ITEM 13** - Enter the dates of the payroll period used to prepare the employment data presented in Item 12.

**ITEM 14** - If this is the first time an Employee Information Report has been submitted for this company, check block "Yes".

**ITEM 15** - If the answer to Item 15 is "No", enter the date when the last Employee Information Report was submitted by this company.

**ITEM 16** - Print or type the name of the person completing the form. Include the signature, title and date.

**ITEM 17** - Enter the physical location where the form is being completed. Include City, State, Zip Code and Phone Number.

### TYPE OR PRINT IN SHARP BALL POINT PEN

THE VENDOR IS TO COMPLETE THE EMPLOYEE INFORMATION REPORT FORM (AA302) AND RETAIN A COPY FOR THE VENDOR'S OWN FILES. THE VENDOR SHOULD ALSO SUBMIT A COPY TO THE PUBLIC AGENCY AWARDED THE CONTRACT IF THIS IS YOUR FIRST REPORT; AND FORWARD ONE COPY WITH A CHECK IN THE AMOUNT OF \$150.00 PAYABLE TO THE TREASURER, STATE OF NEW JERSEY(FEE IS NON-REFUNDABLE) TO:

**NJ Department of the Treasury  
Division of Purchase & Property  
Contract Compliance Audit Unit  
EEO Monitoring Program**

P.O. Box 206

Trenton, New Jersey 08625-0206

Telephone No. (609) 292-5473

## Affirmative Action Evidence Requirements for Goods, General Services and Professional Services Contracts

After Notice of Award, but prior to signing of a contract, all successful bidders for goods, general services, and professional services contracts must submit to the public agency awarding the contract, one of the following documents, as evidence of appropriate affirmative action compliance:

1. A current federally approved or sanctioned Affirmative Action Program  
or
2. A Certificate of Employee Information Report  
or
3. A completed Employee Information Report (Form AA-302). This form will be made available to vendors by the Public Agency awarding the contract. **It must be submitted to both the Public Agency awarding the contract and Treasury's Division of Purchase & Property EEO Monitoring Unit.** A contractor's bid will be rejected as non-responsive if the successful vendor fails to submit any of these requirements within the time specified.

## Mandatory Contract Language

Goods, General Services and Professional Services Vendors must sign a contract containing the Mandatory Language of Exhibit "A". If the vendor refuses to sign a contract containing the Mandatory EEO/AA Contract Language at the time the contract is submitted for signing by the Public Agency, the Public Agency shall reject the vendor's bid as non-responsive. When such a rejection occurs, the same EEO/AA requirements shall apply to any other successful vendors selected by the Public Agency in accordance with contracting laws and procedures.

## **EXHIBIT B**

### **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.**

#### **CONSTRUCTION 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 or workers' representative of the contractor's commitments under this act 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.

When hiring or scheduling workers in each construction trade, the contractor or subcontractor agrees to make good faith efforts to employ minority and women workers in each construction trade consistent with the targeted employment goal prescribed by N.J.A.C. 17:27-7.2; provided, however, that the Dept. of LWD, Construction EEO Monitoring Program, may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed

by the following provisions, A, B, and C, as long as the Dept. of LWD, Construction EEO Monitoring Program is satisfied that the contractor or subcontractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Dept. of LWD, Construction EEO Monitoring Program, that its percentage of active "card carrying" members who are minority and women workers is equal to or greater than the targeted employment goal established in accordance with N.J.A.C. 17:27-7.2. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

- (A) If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall, within three business days of the contract award, seek assurances from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the rules promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as supplemented and amended from time to time and the Americans with Disabilities Act. If the contractor or subcontractor is unable to obtain said assurances from the construction trade union at least five business days prior to the commencement of construction work, the contractor or subcontractor agrees to afford equal employment opportunities minority and women workers directly, consistent with this chapter. If the contractor's or subcontractor's prior experience with a construction trade union, regardless of whether the union has provided said assurances, indicates a significant possibility that the trade union will not refer sufficient minority and women workers consistent with affording equal employment opportunities as specified in this chapter, the contractor or subcontractor agrees to be prepared to provide such opportunities to minority and women workers directly, consistent with this chapter, by complying with the hiring or scheduling procedures prescribed under (B) below; and the contractor or subcontractor further agrees to take said action immediately if it determines that the union is not referring minority and women workers consistent with the equal employment opportunity goals set forth in this chapter.
- (B) If good faith efforts to meet targeted employment goals have not or cannot be met for each construction trade by adhering to the procedures of (A) above, or if the contractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions:
  - (1) To notify the public agency compliance officer, the Dept. of LWD, Construction EEO Monitoring Program, and minority and women referral organizations listed by the Division pursuant to N.J.A.C. 17:27-5.3, of its workforce needs, and request referral of minority and women workers;
  - (2) To notify any minority and women workers who have been listed with it as awaiting available vacancies;
  - (3) Prior to commencement of work, to request that the local construction trade union refer minority and women workers to fill job openings, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade;

## EXHIBIT B (Continued)

(4) To leave standing requests for additional referral to minority and women workers with the local construction trade union, provided the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment Service and other approved referral sources in the area;

(5) If it is necessary to lay off some of the workers in a given trade on the construction site, layoffs shall be conducted in compliance with the equal employment opportunity and nondiscrimination standards set forth in this regulation, as well as with applicable Federal and State court decisions;

(6) To adhere to the following procedure when minority and women workers apply or are referred to the contractor or subcontractor:

(i) The contractor or subcontractor shall interview the referred minority or women worker.

(ii) If said individuals have never previously received any document or certification signifying a level of qualification lower than that required in order to perform the work of the construction trade, the contractor or subcontractor shall in good faith determine the qualifications of such individuals. The contractor or subcontractor shall hire or schedule those individuals who satisfy appropriate qualification standards in conformity with the equal employment opportunity and non-discrimination principles set forth in this chapter. However, a contractor or subcontractor shall determine that the individual at least possesses the requisite skills, and experience recognized by a union, apprentice program or a referral agency, provided the referral agency is acceptable to the Dept. of LWD, Construction EEO Monitoring Program. If necessary, the contractor or subcontractor shall hire or schedule minority and women workers who qualify as trainees pursuant to these rules. All of the requirements, however, are limited by the provisions of (C) below.

(iii) The name of any interested women or minority individual shall be maintained on a waiting list, and shall be considered for employment as described in (i) above, whenever vacancies occur. At the request of the Dept. of LWD, Construction EEO Monitoring Program, the contractor or subcontractor shall provide evidence of its good faith efforts to employ women and minorities from the list to fill vacancies.

(iv) If, for any reason, said contractor or subcontractor determines that a minority individual or a woman is not qualified or if the individual qualifies as an advanced trainee or apprentice, the contractor or subcontractor shall inform the individual in writing of the reasons for the determination, maintain a copy of the determination in its files, and send a copy to the public agency compliance officer and to the Dept. of LWD, Construction EEO Monitoring Program.



(7) To keep a complete and accurate record of all requests made for the referral of workers in any trade covered by the contract, on forms made available by the Dept. of LWD, Construction EEO Monitoring Program and submitted promptly to the Dept. of LWD, Construction EEO Monitoring Program upon request.

- (C) The contractor or subcontractor agrees that nothing contained in (B) above shall preclude the contractor or subcontractor from complying with the union hiring hall or apprenticeship policies in any applicable collective bargaining agreement or union hiring hall arrangement, and, where required by custom or agreement, it shall send journeymen and trainees to the union for referral, or to the apprenticeship program for admission, pursuant to such agreement or arrangement. However, where the practices of a union or apprenticeship program will result in the exclusion of minorities and women or the failure to refer minorities and women consistent with the targeted county employment goal, the contractor or subcontractor shall consider for employment persons referred pursuant to (B) above without regard to such agreement or arrangement; provided further, however, that the contractor or subcontractor shall not be required to employ women and minority advanced trainees and trainees in numbers which result in the employment of advanced trainees and trainees as a percentage of the total workforce for the construction trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also, the contractor or subcontractor agrees that, in implementing the procedures of (B) above, it shall, where applicable, employ minority and women workers residing within the geographical jurisdiction of the union.

After notification of award, but prior to signing a construction contract, the contractor shall submit to the public agency compliance officer and the Dept. of LWD, Construction EEO Monitoring Program an initial project workforce report (Form AA-201) electronically provided to the public agency by the Dept. of LWD, Construction EEO Monitoring Program, through its website, for distribution to and completion by the contractor, in accordance with N.J.A.C. 17:27-7. The contractor also agrees to submit a copy of the Monthly Project Workforce Report once a month thereafter for the duration of this contract to the Dept. of LWD, Construction EEO Monitoring Program, and to the public agency compliance officer.

The contractor agrees to cooperate with the public agency in the payment of budgeted funds, as is necessary, for on-the-job and/or off-the job programs for outreach and training of minorities and women.

- (D) The contractor and its subcontractors shall furnish such reports or other documents to the Dept. of LWD, Construction EEO Monitoring Program as may be requested by the Dept. of LWD, Construction EEO Monitoring Program 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 Dept. of LWD, Construction EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq.

(Revised: January, 2016)

# Affirmative Action—Certificate of Employee Information Report

## Sample Form


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**

  
State Treasurer

**VOID**

**General Requirements for Construction Contractors and Subcontractors  
Awarded Contracts under N.J.S.A. 10:5-31 et seq. (N.J.A.C. 17:27)**

**EEO/AA Evidence**

All successful construction contractors must after notification of award, but prior to signing a construction contract, submit their Initial Project Workforce Report to the Public Agency and a copy to the Department of Labor & Workforce Development, Construction EEO Compliance Monitoring Program. The Initial Project Workforce Report will be made available to the construction contractor by the Public Agency awarding the contract or the Contractor may download the form at the following website address [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance).

A contractor's bid must be rejected as non-responsive if the successful contractor fails to submit the Initial Project Workforce Report within the time specified.

**Mandatory Contract Language**

A Construction contractor must sign a contract containing the Mandatory Language of Exhibit "B". If a construction contractor refuses to sign a contract containing the Mandatory EEO/AA Contract Language at the time the contract is submitted for signing by the Public Agency shall, reject the contractor's bid as non-responsive. When such a rejection occurs, the same EEO/AA requirements shall apply to any other successful contractor selected by the Public Agency in accordance with contracting laws and procedures.

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT**  
**N.H.H.S. Gold Gym Bleachers BID # 12407**  
**Tuesday, October 31, 2023 at 11:00 A.M.**

Company: \_\_\_\_\_

<b>Bid Contact (New Jersey)</b>
Contact Name:
Email:
Phone Number:
Fax Number:
<b>Bid Contact (New York)</b>
Contact Name:
Email:
Phone Number:
Fax Number:

<b>Customer Service &amp; Product Support Contact for School District Personnel (New Jersey)</b>
Contact Name:
Email:
Phone Number:
Fax Number:
<b>Customer Service &amp; Product Support Contact for School District Personnel (New York)</b>
Contact Name:
Email:
Phone Number:
Fax Number:

<b>Customer Service Contact* for Ed-Data CS Personnel (New Jersey)</b>
Contact Name:
Email:
Phone Number:
Fax Number:
<b>Customer Service Contact* for Ed-Data CS Personnel (New York)</b>
Contact Name:
Email:
Phone Number:
Fax Number:

\*This contact will handle calls from Ed-Data's customer service team to resolve day-to-day issues such as shipping, pricing, and other customer service matters.

**NORTH HUNTERDON-VOORHEES REGIONAL HIGH SCHOOL DISTRICT  
N.H.H.S. Gold Gym Bleachers BID # 12407  
Tuesday, October 31, 2023 at 11:00 A.M.**

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

**Purchase Order Receiving Contact (New Jersey)**

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Purchase Order Receiving Contact (New York)**

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Account Receivable Contact (New Jersey)**

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Account Receivable Contact (New York)**

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_