REQUEST FOR PROPOSAL

OWNER’S REPRESENTATIVE/PROJECT MANAGEMENT SERVICES

PROPOSAL OPENING
THURSDAY, SEPTEMBER 9, 2021 AT 10:00 AM
MAPLEWOOD TOWN HALL
574 VALLEY STREET
MAPLEWOOD, NJ 07040
MAPLEWOOD MEMORIAL LIBRARY REQUEST FOR PROPOSAL FOR:

OWNER’S REPRESENTATIVE/PROJECT MANAGEMENT SERVICES

PROPOSAL DUE DATE: Thursday, September 9, 2021

Proposals shall be delivered in a sealed envelope clearly marked “MAPLEWOOD MEMORIAL LIBRARY OWNER’S REPRESENTATIVE/PROJECT MANAGEMENT SERVICES RFP” and bear the name and address of the proposer on the outside of the envelope to the Township of Maplewood’s Clerk’s Office located at 574 Valley St. Maplewood, NJ 07040 no later than 10:00 AM on Thursday, September 9, 2021 at which time all proposals will be opened. An original and one (1) paper copy must be enclosed in a sealed envelope.

RFP may be obtained at the official Maplewood Township’s website: www.twp.maplewood.nj.us on the main page left hand column click on the link to “Bids, RFPs.”

**Summary and Background**
The Board of Trustees of the Maplewood Memorial Library is currently accepting sealed statements of qualifications and proposals from individuals and firms to provide **Owner’s Representative/Project Management Services** (OR) for the reconstruction of the Maplewood Memorial Library at 51 Baker Street, Maplewood, N.J. It is anticipated that construction will begin in December 2021 or January 2022.

**2. Proposal Submission Guidelines**
Proposals will be accepted **until 10:00am on Thursday, September 9, 2021** at Maplewood Municipal Building, 574 Valley Street, Maplewood, N.J. 07040, Attention: Elizabeth J. Fritzen, Township Clerk. The proposals will be opened and made public at 10:00am on Thursday, September 9, 2021.

All proposals must be signed by the individual or an official representative of the firm submitting the proposal. An original and one (1) paper copy must be enclosed in a sealed envelope labeled “Maplewood Memorial Library Owner’s Representative/Project Management Services RFP” and bear the name and address of the proposer on the outside of the envelope.

Proposals submitted after 10:00am on Thursday, September 9, 2021 will not be considered.

Proposals submitted are governed by the Open Public Records Act with respect to public access and the Library will be guided accordingly.

All costs incurred in the preparation of the proposal will be borne entirely by the submitting individual or firm.

**3. Project Description**
The Maplewood Library main building at 51 Baker Street was built in 1955 and no longer meets the needs of the community. The Maplewood Library Project - A Library for the 21st Century - includes a total reconstruction of the Baker Street building from a one story to a two story building, a 35% increase in library space.

Sage and Coombe Architects of New York City is the architect.

Copies of the design plans for the Reconstruction of the Maplewood Library are available for download and review upon request by contacting Sarah Lester, Library Director, at slester@maplewoodlibrary.org. Please note that the design plans available for review by proposal submitters are not final and may be subject to changes.

**4. Scope of Duties and Responsibilities of the Owner’s Representative**
The OR shall represent the Library’s interests and serve as the Library’s principal point of contact and liaison between the architect, consultants, contractors and vendors throughout the project. The OR shall and ensure the construction process is in accordance with approved plans and proceeds smoothly, especially with regard to adherence to costs, schedules and outcomes. The OR shall maintain professional relationships with the architect, consultants, contractors, Township officials and Library personnel. The OR will be responsible for monitoring progress on all aspects of the project.
There will be three (3) phases of work included in the OR’s contract:
A) Bid Phase – estimated 30-45 days
B) Construction Phase – estimated 18 months starting in December 2021 or January 2022
C) Post Construction Phase – estimated 60 days

A) Bid Phase
1. Review architect’s construction documents with the Maplewood Construction Official prior to construction bid advertisement and provide feedback to the architect and its consultants.
2. Maintain minutes of meetings among architect, consultants and Township and Library officials.
3. Assist Township and Library officials in managing the construction bid process including: a) finalizing the bid packet, b) advertising the bid packet, c) responding to contractor inquiries during the bid period, d) generating any clarifications and/or addenda to the bid packet, and e) attending the bid opening.
4. In conjunction with the architect, Township and Library officials, review and analyze construction bids received to ensure conformance with bid specifications and requirements, review and contact contractor references, prepare a bid report that summarizes and details the results/findings of the bid, and prepare an award recommendation to the Library Director and Board of Trustees that is based on compliance with public contracts law.
5. In conjunction with Township and Library officials, coordinate the execution of the construction contract with the contractor.
6. Ensure that all contractors provide required insurance, bonding and necessary documents prior to starting work.
7. Work with Maplewood Construction Official to highlight on the approved plans all inspections required, including plumbing, electric, fire and building.
8. Maintain a daily log of required permits and inspections.
9. Attend pre-construction, logistics and progress meetings.

B) Construction Phase
1. Provide on-site observation of construction activities whenever construction activities are on-going.
2. Coordinate and maintain communications among all project team members, including the establishment of a web-based interface for the exchange of documents and the scheduling and chairing of weekly meetings with the general contractor and sub contractors.
3. Document job progress with checklists, a daily construction log, and photos taken before, during and after construction.
4. Ensure contractor applies for and obtains all required permits.
6. Monitor project changes and establish methods for dealing with changes or items affecting cost, scope or schedule.
7. Work with architect to review, evaluate and approve any change order requests and document all change orders in writing.
8. Work with architect and general contractor to resolve trade coordination issues.
9. Monitor contractors’ adherence to construction documents and schedule.
10. Work with architect to review payment requisitions made by the contractor, including monitoring and reporting on work completed, and make recommendations to the Library Director for payment of invoices.
11. Apply critical path project management, identify early items that may have longer lead times and provide suggestions to maintain cost and project schedules.
12. Mediate disagreements between the owner, architect and general contractor and coordinate with sub-consultants as necessary to achieve resolution.
13. Attend meetings of the architect and contractor.
14. Be on site during architect’s construction site visits.
15. Attend monthly day time meetings of the Library’s Building Committee and evening Library Board of Trustee meetings once per quarter or as required.
16. Provide written updates on Project progress to the Library Director on a schedule determined by the Library Director.
17. Prepare monthly summary construction progress reports for the Library Board of Trustees.
18. Ensure the contractor applies for and obtains all required municipal permits and inspection.
19. Maintain an organized file of all correspondence from or to the architect, consultants, contractor, and vendors, and all other correspondence related to the Project and at the Project’s completion, shall provide the Library with a bound book of correspondence, notes, etc.
20. Ensure the contractor meets all requirements of construction mitigation to ensure safe pedestrian and vehicular traffic, including scheduling of police coverage when necessary.
21. Coordinate with the Maplewood Middle School for occasional school events that require special considerations/accommodations and for coordination of school construction activities that may occur simultaneously with the Library construction.

C. Post Construction Phase
1. Work with architect on the development of a punch list and monitor its completion.
2. Prepare a corrective action report if necessary.
3. Ensure all permits are closed out after final inspections prior to final payment to contractor.
4. Ensure that all warranties are submitted properly.
5. Manage closeout of all vendor contracts.
6. Work with architect to develop a project manual complete with product literature, warranties and parts diagrams.

5. Request for Proposal and Project Timelines

A. Request for Proposal Timeline:
1. All proposals submitted in response to this RFP must be received no later than 10:00am on Thursday, September 9, 2021.
2. A recommendation for award of a contract must be approved by the Maplewood Library Board of Trustees. It is anticipated the contract will be presented to the Library Board at a regularly scheduled or special meeting in September or October 2021.

B. Project Timeline:
The OR will begin as soon as the OR’s contract is negotiated and approved by the Library Board of Trustees. The bid for the general contractor is scheduled for release in October/November 2021. The construction phase is estimated to be eighteen (18) months.
6. Cost Proposal
All proposals must include proposed costs to complete the tasks described in the Project scope and be broken out by the three phases below:
   a. Bid Phase – lump sum amount
   b. Construction Phase – monthly amount
   c. Post Construction Phase – monthly amount

The cost proposal must also provide hourly or daily rates to be used in the event additional or extended services are determined to be necessary.

Additionally, the cost proposal shall identify and breakdown any reimbursable expenses for the project and a not to exceed total for such reimbursable expenses.

7. Qualifications
A. Each individual or firm must meet or exceed the following qualifications and shall incorporate that information in the proposal.
   1. Ten (10) years of experience in a construction related field, engineering, architecture or civic planning.
   2. Five (5) separate engagements within the past ten (10) years as an owner’s representative/construction project management, preferably involving public libraries or other municipal buildings.

B. The following items must be part of a proposal:
   1. The education, qualifications, experience, training and titles of all persons who are to provide OR services.
   2. Description of experience in the delivery of OR services.
   3. Names and contact information for entities for which OR services have been provided. The Maplewood Library may obtain references from any of the entities listed.
   4. Description of the individual’s or firm’s methodology of providing OR services and how that methodology will be used with the Maplewood Library Project.
   5. Detailed plan and schedule for providing OR services for the Maplewood Library Project.

8. Submissions
A. In addition to the information required above, supplemental information may be submitted.

B. Proposal submitters are encouraged to be clear, factual, and concise in their presentation of information.

C. Each proposal shall include the following:
   1. A description of the business organization (i.e., individual, corporation, partnership, joint venture, etc.), its ownership and its organizational structure.
      a. The names and business addresses of all principals submitting the proposal. If the firm is a corporation, “principals” shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
      b. If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents’ approval rights over the activities of the firm submitting a proposal. Describe the approval process.
      c. If the firm is a partnership, LLC, a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, LLC, joint venture or similar organization.
2. Identify any judgments, claims or suits within the last five (5) years in which the individual or firm has been adjudicated liable for related to any professional services provided, including the date of each claim, the court or administrative agency, name of the matter, and current status or outcome of the matter.

3. State whether the individual or firm is currently or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.

4. Confirm the individual or firm possesses appropriate federal and state licenses to perform activities.

5. A copy of the New Jersey Business Registration Certificate.

9. Insurance and Indemnification
The OR must assume all risks connected with their work. The OR shall comply with all state and federal laws and regulations concerning workers’ compensation insurance, and shall maintain such insurance.

The OR shall indemnify and hold harmless the Maplewood Memorial Library, the Library Board of Trustees, the Library’s officers, agents, and employees and the Township of Maplewood from any and all claims and costs of any nature whether for personal injury, property damage, or other liability arising out of or in any way connected with the individual’s or firm’s acts or provisions under this RFP and any subsequently awarded contract.

10. Use of Information
All intellectual property, specifications, drawings, sketches, modes, samples, data, computer programs, documentation, technical or business information and the like furnished or disclosed by the Library to the firm in connection with this RFP shall remain the property of the Library.

11. Contract Award
The selection of the OR will be based upon the credentials and related experience, quality of proposal materials, projected work schedule, proposed staffing and cost. The selection of the OR will not be solely based on cost.

It is anticipated that the OR will have dedicated work space in the contractor’s trailer.

The awarding of a contract for OR services is subject to approval by the Maplewood Library Board of Trustees. Specific contract terms and conditions will be set out in a written contract between the OR and the Maplewood Library, and will include scope, budget, schedule, and other necessary items pertaining to the Project. The contract will be subject to review by the Maplewood Township Attorney.

The Library reserves the right to reject any or all proposals, and to waive defects in any proposal, as the interests of the Library may dictate.

Contact Person:
Sarah Lester
Maplewood Library Director
51 Baker Street
Maplewood, NJ 07040
973-762-1622
slester@maplewoodlibrary.org
Administrative Documents Required – Checklist

A. Failure to submit the following documents is a MANDATORY cause for rejection of RFP

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<tr>
<th>Owner's Checkmarks</th>
<th>Bidder's Initials</th>
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<td>Proposal Form</td>
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<td>Non-Collusion Affidavit</td>
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<td>Public Disclosure Statement</td>
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<td>EEO/Affirmative Action Compliance Notice – submit Copy of Your Certificate of Employee Information Report</td>
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<td>Bidder's acknowledgement of receipt of any notice(s) or revision(s) or addenda to an advertisement, specifications or RFP document(s)</td>
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B. Submit Documents at time of RFP Response due Date

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<th>Bidder's Initials</th>
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<td>Americans with Disability Act of 1990</td>
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<td>Disclosure of Activates in Iran</td>
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<td>Pay To Play Advisory</td>
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B.2 Must Possess Certificate by Contract Award Date

“SUBMISSION OF CERTIFICATE WITH RESPONSE PREFERRED”

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<th>Owner's Checkmarks</th>
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<tr>
<td>New Jersey Business Registration Certificate</td>
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C. Administrative Documents

List any deviations from the specifications on attached pages. If no deviations or exceptions are applicable, state “No Exceptions”.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

D. The undersigned hereby acknowledges and has submitted the above required documents.

Business Name: 

Representative’s Name: 

Representative’s Signature: 

Date: Phone:
MAPLEWOOD MEMORIAL LIBRARY
PROPOSAL FORM
OWNER’S REPRESENTATIVE/PROJECT MANAGEMENT SERVICES

PROPOSAL FOR: OWNER’S REPRESENTATIVE/PROJECT MANAGEMENT SERVICES

We the undersigned company, agree to provide an Owner’s Representative/Project Management Services, in compliance with all requirements of the attached specifications as to quality and delivery to the MAPLEWOOD MEMORIAL LIBRARY as follows:

BID PHASE – LUMP SUM AMOUNT (Please Print): $________________________

IN WORDS

CONSTRUCTION PHASE- MONTHLY AMOUNT (Please Print): $________________

IN WORDS

POST CONSTRUCTION PHASE- MONTHLY AMOUNT (Please Print): $____________

IN WORDS

All prices are exclusive of all taxes and are the basis of delivery to the MAPLEWOOD MEMORIAL LIBRARY, County of Essex, State of New Jersey.

Each proposal submitted must be on forms supplied by the Maplewood Memorial Library and no other will be accepted. Certain written requirements are specified in this proposal to be submitted with the proposal package. These requirements must be included in the proposal package or the proposal will be rejected.

The Maplewood Memorial Library reserves the right to reject any and all proposals, either in whole or in part, when, in the judgment of the governing body, the public interest will best be served by doing so; and, where the proposal contains more than one item to be proposal upon, to accept the proposal or proposals of any or all items contained therein, determining low proposal either on the basis of comparison of the aggregate of all items proposal or on the basis of a comparison of proposals, item by item.

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<tr>
<th>Company Name</th>
<th>Federal ID # or Social Security #</th>
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<tbody>
<tr>
<td>Address</td>
<td>City, State, Zip</td>
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<tr>
<td>Print or Type Name and Title of Authorized Agent</td>
<td>Signature of Authorized Agent</td>
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<td>Date</td>
<td>Phone</td>
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<td>Fax</td>
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Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, and N.J.A.C. 17:27)

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, and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, ad 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 no to be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensational 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 paced 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 of 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:

2. Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division’s website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractor 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 Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.
AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder’s requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

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

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

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

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

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

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

Company  ___________________________  Signature  ___________________________

Print Name  ___________________________  Title  ___________________________

Date  ___________________________
The contractor and the MAPLEWOOD MEMORIAL LIBRARY, (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. §12101 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 proposal by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

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

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

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

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Statement of Ownership

This statement is a mandatory requirement of bid submission pursuant to N.J.S.A. 52:25-24.2. Failure to complete and submit will result in disqualification of the bid.

Page 1 of 2

Part A - Check the Yes or No boxes for questions #1 and #2 as appropriate

<table>
<thead>
<tr>
<th>Name of Bidder/Proposer Organization:</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Are there any individuals, corporations or partnerships, or other business entities that own a 10% or greater interest in the bidder/proposer?</td>
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<td>2. Is the bidder/proposer incorporated as a not-for-profit organization?</td>
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If the answer to question #1 is NO or the answer to question #2 is YES, execute the certification in Part D. No other information is required. All others continue with Part B.

Part B: Disclose the identifying information related to all individuals, partnerships and/or corporations owning 10% or greater interest in the bidder/proposer. Use the reverse side if more space is needed. If the owner of 10% or more is:

- An individual, insert only the person's name under Name of Individual and their home address.
- Any other entity, insert the entity's name and business address. For any parent entity that is publicly traded, "interest" includes beneficial interest see also Part C.

If any 10% or more owner, including if the bidder has a direct or indirect parent entity at any level of ownership who owns more than 10%, that owner must also be listed.

Questions concerning ownership disclosure should be considered by the bidder's legal advisors and review of the statute and its related case law. Use Page 2 if additional space is needed. When complete, execute the certification in Part D.

<table>
<thead>
<tr>
<th>Name of Individual or Business Entity</th>
<th>Home (for individuals) or Business Address</th>
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Part C: Publicly Traded Parent Company Disclosure. Ownership disclosure (name and address) can be met by submitting the last annual filing of an SEC or similar foreign regulator document or providing the website link to such documents, and include relevant page numbers. See N.J.S.A.52:25-24.2. Continue Page 2 if more space is needed.

<table>
<thead>
<tr>
<th>Title of Attached Document or Weblink</th>
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Part D: 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 <name of contracting unit> 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 <type of contracting unit> to notify the <type of contracting unit> 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, and permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.

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<th>Full Name (Print):</th>
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Part B Continued - If necessary, continue entering the identifying information related to the individuals, partnerships and/or any form of corporation owning a 10% or greater interest in the bidder/proposer. If the owner of 10% or more is:

- An individual, insert only the person's name under Name of Individual and their home address.
- Any other entity, insert the entity's name and business address. For any parent entity that is publicly traded, "interest" includes beneficial interest; see also Part C.

If any 10% or more owner, including if the bidder has a direct or indirect parent entity at any level of ownership who owns more than 10%, that owner must also be listed. When done, execute the Certification in Part D on Page 1.

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Home or Business Name</th>
<th>Address</th>
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**Part B Continued: Publicly Traded Parent Company Disclosure.** If necessary, continue entering here if compliance is being met by document submission or provide the website link to the documents, and including the relevant page numbers. When done, execute the Certification in Part D on Page 1.

<table>
<thead>
<tr>
<th>Title of Attached Document or Weblink</th>
<th>Page#</th>
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16
NON-COLLUSION AFFIDAVIT

State of _____________
County of _____________ ss:

I, ________________________, residing in ______________________________________
(Name of Affiant) (Name of municipality)
in the County of ___________________ and State of __________________________ of full age,
being duly sworn according to law on my oath depose and say that:

I am ___________________________ of the firm of ____________________________
(title or position) (name of firm)
______________________________ the bidder making this Proposal for the proposal entitled
______________________________, and that I executed the said proposal with
(title of proposal)
full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in
this affidavit are true and correct, and made with full knowledge that the ________________________
(name of contracting unit) relies upon the truth of the statements contained in said
Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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

Subscribed and sworn to
before me this day
_________________________ 20___
______________________________
Signature

____________________________
(Type or print name of affiant under signature)

Notary public of
My Commission expires ________________ 20___

(Seal)
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

<table>
<thead>
<tr>
<th>ADDENDUM NUMBER</th>
<th>DATE</th>
<th>ACKNOWLEDGE RECEIPT (Initial)</th>
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☐ No addenda were received:

Acknowledged for: ________________________________

(Name of Bidder)

By: ________________________________

(Signature of Authorized Representative)

Name: ________________________________

(Print or Type)

Title: ________________________________

Date: ________________________________
Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

Construction Contracts (including public works related purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;

2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;

3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contacting agency an accurate list of all subcontractors and suppliers or attest that none was used; and,

4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of $25 for each day of violation, not to exceed $50,000 for each business registration copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.

- [http://www.state.nj.us/treasury/revenue/busregcert.htm](http://www.state.nj.us/treasury/revenue/busregcert.htm)
PAY TO PLAY ADVISORY
Disclosure Requirement
P.L. 2005, Chapter 271, Section 3 Reporting
(N.J.S.A. 19:44A – 20.27)

Any business entity that has received $50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC.

The report will include certain contributions and contract information for the current calendar year.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC’s website at www.elec.state.nj.us.

If you have any questions please contact ELEC at:
1-888-313-ELEC (toll free in NJ) or
609-292-8700

An analyst from ELEC’s Special Programs Section will assist you.

Initials ______________
Disclosure of Investment Activities in Iran  
(MUST BE COMPLETED, DATED AND SIGNED)

PART 1
Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at [http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf](http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf) Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Authority finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension.

PLEASE CHECK THE APPROPRIATE BOX:

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

OR

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

PART 2
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

<table>
<thead>
<tr>
<th>Name: ______________________________</th>
<th>Relationship to Proposer: ______________________________</th>
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<tbody>
<tr>
<td>Description of Activities: ______________________________</td>
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<tr>
<td>Duration of Engagement: _____________________________</td>
<td>Anticipated Cessation Date: ___________________________</td>
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<tr>
<td>Proposer Contact Name: ___________________</td>
<td>Contact Phone Number: ____________________</td>
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</table>

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto 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 Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name
(Print): __________________________________________Signature______________________________

Title: __________________________________________

Date: ____________________________

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