

**GREENWICH TOWNSHIP BOARD OF EDUCATION
415 Swedesboro Road
Gibbstown, New Jersey 08027**

**REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES**

Submission date:

**June 6, 2023
12:00 P.M.**

**Scott A. Campbell
School Business Administrator/Board Secretary
Greenwich Township Board of Education
415 Swedesboro Road
Gibbstown, NJ 08027**

**Greenwich Township Board of Education
Business Administrator's Office
415 Swedesboro Road
Gibbstown, NJ 08027**

A. PURPOSE

The Greenwich Township School District, Gibbstown, New Jersey seeks proposals from qualified engineering firms to provide professional engineering services for the Nehausney Middle School Track Resurfacing Project ("Track Project") and on an "as needed" basis for future District Projects. Pursuant to *N.J.S.A. 18A:18A-5(a)(1)*, professional services are not required to be bid or advertised and the District is not required to award on the basis of lowest price and will award pursuant to the evaluation criteria outlined in this Request for Proposals ("RFP"). This RFP is issued pursuant District Policy 0177 – Professional Services to conduct a deliberative and efficient process to ensure that the School District receives the highest quality services at a fair and competitive price based on costs and other factors set forth herein.

B. SCOPE OF SERVICES/QUALIFICATIONS OF RESPONDENTS

Greenwich Township Board of Education is requesting proposals from professional engineering firms able to provide engineering services required by the District for the Nehausney Middle School Track Resurfacing Project ("Track Project"). The engineering services for the Track Project include, but are not limited to, conducting the necessary investigations and field work for the preparation of all plans, details, and specifications in compliance with local, county and state regulations and estimates of costs for the procurement and bid for the Track Project. The successful respondent shall also conduct Project Coordination meetings and a pre-Bid Meeting, if deemed necessary, and attend the Bid Opening. After the bid opening, the successful respondent shall review the bids received and report to the District a summary and recommendation as to the bids received. After the award of contract of the Track Project bid, the successful respondent shall coordinate and attend a project pre-construction meeting, prepare meeting minutes and the Notice to Proceed, provide minor plan changes, participate in discussions and/or negotiations with authoritative agencies based upon actual field conditions, perform change orders and contractor invoice review and recommendations to the District, the success respondent shall also perform site visits at a frequency necessary to ensure successful contractor's compliance with the Contract Documents, review shop drawings provided by the Contractor and/or provide engineering redesign if needed to adapt to actual field conditions; provide inspections on important days of operations, especially paving, milling, color, etc., prepare inspection reports and regular progress reports to the District, and perform the Track Project Closeout, including punchlists, final submittals, project certifications, etc.

In addition, to the Track Project, the District seeks professional engineering services to assist the District as may be needed in its overall operations. Potential projects may require a variety of engineering services (civil, site, environmental, and landscaping) required by the District as needed. The engineering services desired may include, but are not limited to, preparation of plans, specifications and estimates of costs for construction projects, detailed studies on specific items, conducting investigations, civil site designs, coordination with architect of record, cooperation between professionals, preparation of reports, land surveying activities, design, permits, construction inspection, and construction contract administration.

The engineering and consulting services to be provided may also include, but not be limited to: (1) preparation of plans and specifications for construction projects for a portion or the entire project; (2) review and/or preparation of preliminary plans and cost estimates with the necessary field work, drafting, design, surveying, bid assistance, construction inspection, and project management; (3) preparation of specialized engineering studies on a variety of subjects including but not limited to drainage studies and construction feasibility studies; (4) coordination and facilitation of project management including attendance at project-related meetings such as pre-bid, preconstruction, and project progress meetings; (5) construction administration and engineering including, but not limited to review and approval of proposed product substitutions, material submittals, daily construction observation & documentation, and coordinating and approving contractor's work and preparation of Engineer's Certificates; (6) surveying activities including, but not limited to topographic survey, title search, easement legal description preparation, construction staking and cut-sheet preparation.

Projects may be any which are within the scope of professional engineering and surveying services, and may also include building mechanical systems and site planning. More specifically, as concerns mechanical engineering, the District seeks firms with experience in:

All brands of commercial HVAC systems with experience in design, installation planning, and repair and maintenance.

- Building systems and controls.
- Expertise in Energy Management with history of ESIP project participation a plus.
- Expertise in solar panels and inverters.
- Expertise in building structure.
- Expertise in boilers and piping.

For Civil Engineering:

- Site planning.
- Civil Engineering in general.
- Landscaping.

Cost estimating and construction contract administration are a requirement for all projects. A cost/fee schedule for both hourly work and renovation projects is requested.

The successful respondent must have a minimum of five (5) years' experience in professional engineering services for NJ public schools, including the programming, design, cost estimating, preparation of construction documents, reproduction costs, bid development, bid evaluation, construction administration, final inspection and project acceptance for a New Jersey public entity. Proposals are being solicited through a fair and open process. Under *N.J.S.A. 18A:18A-5(1)* professional services are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this Request for Proposals. The requests are being made to ensure the District receives the highest quality service at a fair and competitive price.

The Greenwich Township Board of Education shall not be bound to use the appointed Professional Engineering firm. The Board may obtain competitive pricing through either a

RFP/RFQ or quotation process from other engineering firms for any projects approved by the Board when it is the best interest of the Board.

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name of the professional(s) to be assigned to perform the tasks. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Bios/resumes for those individuals within the firm that would be assigned to this project with an indication of the primary contact person. Qualifications and capabilities of any sub-consultants must also be included.
2. Professional experience and education of the individuals to be assigned including a listing of experience with the Greenwich Township School District and/or experience with other school districts.
3. A statement concerning the ability of these individual(s) to perform tasks assigned by Greenwich Township School District in a timely fashion.
4. Professional licenses and certifications held by these individuals(s) to be assigned.
5. A description of the support staff available to the individuals(s) to be assigned.
6. A copy of the Certificate of Insurance issued by an insurance carrier licensed in the State of New Jersey for the contractor showing the amount of professional liability insurance and all other coverage shall be required upon award of contract.
7. A list of four (4) professional references with addresses and telephone contact numbers. Three (3) must have direct knowledge relating to your experience in the requested service.
8. Completed Forms which are included in this RFP. Failure to complete these forms and submit them with the proposal may constitute grounds for rejection of the proposal.

C. CONTRACT PERIOD

The term of contract for the services shall be from June 14, 2023 through June 13, 2024. However, the Board of Education shall have the right to terminate the contract prior to the expiration of the term upon written notice.

D. COORDINATION OF ACTIVITIES

All activities for the services to be performed and for this contract will be coordinated through the office of Scott Campbell, School Business Administrator, Greenwich Township Board of Education, 415 Swedesboro Road, Gibbstown, NJ 08027, Phone: (856) 224-4920, x2120, Fax: (856) 423-1210, E-Mail: scampbell@gtsdk8.us.

E. RFP PROPOSAL PACKAGE – Submit the RFP Response

All respondents shall prepare a RFP Proposal Package to be submitted in response to the RFP. The Greenwich Township Board of Education seeks from all participating Respondents information that will assist the District in selecting the Respondent who will provide the highest quality services at a fair and competitive price. Information beyond the minimum requirements may also be submitted. Respondents should organize proposals into the following Sections: (A)

Professional Qualifications; (B) Description of Services and Past Involvement/Experience with Similar Projects and Public Entities; (C) Cost/Fee Proposal; (D) Required Documentation per the checklist provided herein.

The following shall be included in the presentation package:

1. Professional Qualifications

- a. State the full name and address of your organization.
- b. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Bios/resumes for those individuals within the firm that would be assigned to this project with an indication of the primary contact person. Qualifications and capabilities of any sub-consultants must also be included.

2. Description of Services and Past Involvement/Experience with Similar Projects and Public Entities

All respondents should list all services to be rendered with their explanation in detail of how the services will be provided. Respondents by submitting a proposal acknowledge that they fully understand the scope of work, activity and service. Respondent shall also provide a description of experience with the Greenwich Township School District and/or experience with other school districts .

3. Cost/Fee Proposal

Cost/Fee proposals are to include the title and all hourly rates, overhead factors, as well as reimbursable expenses. The BOE shall not reimburse consultant for travel, mileage, tolls, or boarding. All respondents are to submit a cost/fee proposal that compliments the services that are being requested. The District requests the proposed Respondents provide two (2) separate sections in its Cost/Fee Proposal: (1) Costs/Fees related to the Track Project, including an estimated cost not to exceed detailing the services to be provided and excluded from said amounts, and (2) Costs/Fees related other Projects to be assigned on an "as needed" basis.

4. Additional Documentation

Respondent shall submit with their proposal a current copy of their Business Registration Certificate, as well as their Liability Insurance Certificate and all other requirements to perform engineering services for site work, utilities, parking, for public buildings. Respondents shall also include of the required documentation set forth in the Checklist herein.

5. Letter of Transmittal

The letter of transmittal is to be addressed and mailed or delivered to:

**Scott Campbell
School Business Administrator**

**Greenwich Township Board of Education
415 Swedesboro Road
Gibbstown, NJ 08027**

Reminder: The Letter of Transmittal and the RFP Proposal Package are to be submitted.

F. SUBMISSION OF RFP PROPOSAL PACKAGE

An original and six (6) copies of the RFP Proposal Package are to be submitted. All RFP Proposal Packages including the Letter of Transmittal are to be addressed to:

**Scott Campbell
School Business Administrator
Greenwich Township Board of Education
415 Swedesboro Road
Gibbstown, NJ 08027**

Proposals must be submitted in sealed envelopes with the name of the RFP clearly marked **“Proposal for Engineering Services”** on the outside of the envelope **along with the name and contact information of the Respondent (address, facsimile number and email address).**

G. SUBMISSION DEADLINE

The deadline to submit all RFP Packages is:

Date: June 6, 2023

Time: 12:00 pm

H. SELECTION AND EVALUATION CRITERIA

All proposals are to be evaluated based on whose response is the most advantageous to the School District and whose response will provide the highest quality of service at fair and competitive prices. Responses to this RFP will be evaluated using a point system described below. The evaluation will be completed by a Selection Committee composed of staff members from the District. Consultants selected to do business with the District will be required to execute the standard Professional Services Agreement with the District, which will be provided to the selected respondent.

The Greenwich Township Board of Education will award the contract(s) based on the selection criteria as described herein, shall include:

1. Professional Qualifications (20 points)
2. Past Involvement/Experience with Similar Projects and Public Entities (20 points)
3. Cost/Fee Proposal (40 points)
4. Additional Documentation (20 points)

The Board of Education of Greenwich Township School District shall award professional services contract(s) as the District Engineer to the firm or firm(s) that best meet the needs and interest of Greenwich Township School District.

The Board of Education of Greenwich Township also reserves the right not to use the appointed Engineer herein and may obtain competitive pricing through either an RFP or RFQ or quotation process from other professional engineering firms for any projects approved by the Board that require these services when it is the best interest of the board to do so.

I. AWARD OF CONTRACT

It is the intention of the Board of Education to award the contract to the respondent based upon relative experience, qualifications and who will provide the highest quality of service at fair and competitive prices.

J. AUTHORIZATION TO WORK

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

K. DOCUMENTS TO BE SUBMITTED WITH THE PROPOSAL

1. Affirmative Action Statement (see attached).
2. New Jersey Business Registration Certificate.
3. Non-Collusion Affidavit (see attached).
4. Statement of Ownership (see attached).
5. Chapter 271 Political Contribution Disclosure (see attached).
6. Disclosure of Investment Activities in Iran (see attached).
7. W-9 (See attached).
8. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, c. 3 (see attached).
9. Certification of Non-Debarment for Federal Government Contracts (see attached).

L. CONTRACTS

Upon notification of award of contract by the Greenwich Township Board of Education, the successful respondent shall sign and execute a formal contract agreement with the Board of Education. The successful respondent shall sign and execute said contract and return it together with a Professional Liability Certificate and any other required documents as may be required by the District. Within ten (10) days of receipt of notification of award of contract, the executed contract and related documents must be returned to:

**Scott Campbell
School Business Administrator
Greenwich Township Board of Education
415 Swedesboro Road
Gibbstown, NJ 08027**

M. AFFIRMATIVE ACTION REQUIREMENTS

Each respondent 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 (3) documents:

i. Appropriate evidence that the respondent is operating under an existing federally approved or sanctioned affirmative action program; or

ii. A certificate of employee information report approval issued in accordance with N.J.A.C. 17:27-4; or

iii. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C.17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of proposal. However, the Board will accept in lieu of the Questionnaire, Affirmative Action Evidence stapled to the Affirmative Action Questionnaire form.

N. BUSINESS REGISTRATION CERTIFICATE (N.J.S.A. 52:32-44)

Pursuant to N.J.S.A. 52:32-44 as amended by P.L. 2004 – Chapter 57, it is requested and recommended all respondents submit with their proposal package a copy of their “New Jersey Business Registration Certificate” as issued by the Department of Treasury of the State of New Jersey. Failure to provide the New Jersey Business Registration Certification upon award of contract may be cause for the rejection of the entire proposal.

Goods and Services Contracts

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) The contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect, remit, and notify all subcontractors and their affiliates that they must collect and remit to the Director of the New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State. A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

O. TERMINATION OF CONTRACT

If the Board determines that the contractor has failed to comply with the terms and conditions of the bid and/or proposal upon which the issuance of the contract is based or that the contractor has failed to perform said service, duties and or responsibilities in a timely, proper, professional and/or efficient manner, then the Board shall have the authority to terminate the contract upon written notice setting forth the reason for termination and effective date of termination. Termination by the Board of the contract does not absolve the contractor from potential liability

for damages caused the District by the contractor's breach of this agreement. The Board may withhold payment due the contractor and apply same towards damages once established. The Board will act diligently in accordance with governing statutes to mitigate damages. Damages may include the additional cost of procuring said services or goods from other sources. The contractor further agrees to indemnify and hold the District harmless from any liability to subcontractors or suppliers concerning work performed or goods provided arising out of the lawful termination of this agreement.

In addition, the Board reserves the right to terminate the contract prior to the expiration of the term upon written notice to the successful Respondent.

P. INSURANCE REQUIREMENTS

The successful firm(s) must provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this Request for Proposal.

Professional Liability

Malpractice – minimum of \$1,000,000 coverage.
\$1,000,000 Errors and Omissions per occurrence.

Workers Compensation and Employers' Liability

Statutory coverage for New Jersey;
\$100,000 Employer's Liability
Broad Form All-States Endorsement

General Liability

\$1,000,000 Errors and Omissions per occurrence. The Board of Education shall be named as an additional insured with respect to general liability.

Auto Liability

\$1,000,000 per occurrence/\$1,000,000 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

Prior to commencing work under contract, the successful firm(s) shall furnish the Board of Education with a certificate of insurance as evidence that it has procured the insurance coverage required herein and otherwise giving evidence that the insurance required herein has been procured. Firms must give the Board of Education sixty (60) day notice of cancellation, non-renewal or change insurance coverage.

Q. INDEMNIFICATION

The selected firm(s) shall defend, indemnify and hold harmless the Board of Education, its officers, agents and employees 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 firm's negligent acts or omissions under this agreement.

R. FALSE MATERIAL REPRESENTATION– N.J.S.A. 2C:21-34-97(b)

A person commits a crime if the person knowingly makes a material representation that is false in connection with the negotiation, award or performance of a government contract. If the contract amount is for \$25,000.00 or above, the offender is guilty of a crime of the second degree. If the contract amount exceeds \$2,500.00, but is less than \$25,000.00, the offender is guilty of a crime of the third degree. If the contract amount is for \$2,500.00 or less, the offender is guilty of a crime of the fourth degree.

S. POLITICAL CONTRIBUTION DISCLOSURE STATEMENT – PAY TO PLAY

A business entity as defined by law is advised of its responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to *N.J.S.A. 19:44A-20.13* (P.L. 2005 Chapter 271 section 3) if the business entity receives contracts in excess of \$50,000 from public entities in a calendar year. It is the business entity's responsibility to determine if filing is necessary. Additional information on this requirement is available from the New Jersey Election Law Enforcement commission at 1-888-313-3532 or at www.elec.nj.us.

Pursuant to N.J.A.C. 6A:23A-6-3 (a1-4) please note the following:

Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a2)

"No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to a member of the board of education during the preceding one year period."

Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:23A-6.3 (a2,3)

"Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et. seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract."

"When a business entity referred in 4.1(e) is a natural person, contribution by that person's spouse or child that resides therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity."

Chapter 271 Political Contribution Disclosure Form – Required -- N.J.A.C. 6A:23A-6.3 (a4)

All respondents shall submit with their bid package a completed and signed Chapter 271 Political

Contribution Disclosure Form. The Chapter 271 form will be reviewed by the district to determine whether the vendor is in compliance with the aforementioned N.J.A.C. 6A:23A-6.3 (a2) Award of Contract.

T. INTERPRETATIONS AND ADDENDA

No interpretation of the meaning of the specifications will be made to any Respondent orally. Every request for such interpretations should be made in writing to the Business Administrator at scampbell@gtsdk8.us and must be received at least ten (10) days prior to the date fixed for the opening of Proposals to be given consideration. Any and all interpretations and any supplemental instructions will be distributed in the form of a written addenda to the specifications. The addenda will be posted on the District's website no later than seven (7) days Saturdays, Sundays, and holidays excepted, prior to the date for acceptance of Proposals. All addenda so issued shall become part of the contract document.

U. SUBCONTRACTING; ASSIGNMENT OF CONTRACT

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

V. MISCELLANEOUS

The Greenwich Township Board of Education will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.

The contents of the proposal submitted by the successful firm(s) and this Request for Proposal may become part of the contract for these services. The successful firm(s) will be expected to sign said contract with the Greenwich Township Board of Education.

Proposals submitted shall be valid for sixty (60) days from the date of opening.

The Greenwich Township Board of Education reserves the right to reject any and all proposals received by reason of this Request for Proposal, or to negotiate separately in any manner necessary to serve the best interests of the school district.

Any contract for services shall be subject to the availability and appropriation of sufficient funds for this purpose annually.

Firms responding to this Request for Proposals should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein. Despite any language contained herein to the contrary, this Request for Proposal does not constitute a bid and is intended solely to obtain competitive proposals from which the Board of Education may choose a contractor(s) that best meet(s) the Board of Education's needs. It is the

Board of Education's intent that no statutory, regulatory, or common law bidding requirement apply to this Request for Proposal.

The Board of Education reserves the right to accept or reject any and all proposals submitted in the best interest of the School District and the Board further reserves the right to waive any defect or informality in any proposal should it be in the best interest of the School District.

REQUEST FOR PROPOSAL CHECKLIST

_____ **Cost/Fee Proposal (broken into two sections: (1) Costs/Fees related to the Track Project, including an estimated cost not to exceed detailing the services to be provided and excluded from said amounts, and (2) Costs/Fees related other Projects to be assigned on an “as needed” basis.) Cost/Fee proposals are to include the title and all hourly rates, overhead factors, as well as reimbursable expenses.**

_____ **Affirmative Action Compliance Notice Form (Attached Form).**

_____ **Mandatory Affirmative Action Language Form (Attached Form).**

_____ **New Jersey Business Registration Certificate.**

_____ **Non-Collusion Affidavit (Attached Form).**

_____ **Statement of Ownership Disclosure (Attached Form).**

_____ **Chapter 271 Political Contribution Disclosure Form (Attached Form).**

_____ **Disclosure of Investment Activities in Iran (Attached Form).**

_____ **W-9 (Attached Form).**

_____ **Proposal Form (Attached Form).**

_____ **Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, c. 3 (Attached Form).**

_____ **Certification of Non-Debarment for Federal Government Contracts (Attached Form).**

Proposals that fail to provide all information requested may be rejected at the sole discretion of the Board of Education.

The, undersigned, Respondent acknowledges that it has read this Request for Proposal in its entirety, understands it, and agrees to be bound by its terms and conditions.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

All successful respondents are required to submit evidence of appropriate affirmative action compliance to the Township and Division of Public Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review the Township files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to the Township, prior to execution of the contract, one of the following documents:

Goods and General Service Vendors

1. Letter of Federal Approval indicating that the vendor is under an existing federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to the Township and the Division. This approval letter is valid for one year from the date of issuance.

Do you have a federally-approved or sanctioned EEO/AA program? ☐ Yes ☐ No

If yes, please submit a photo static copy of such approval.

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C. 17:27-1.1 et seq. The vendor must provide a copy of the Certificate to the Township as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificates must be renewed prior to their expiration date in order to remain valid.

Do you have a State Certificate of Employee Information Report Approval? ☐ Yes ☐ No

If yes, please submit a photo static copy of such approval.

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the Township. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website www.state.nj.us/treasury/contract_compliance.

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to Public Agency.

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 bid 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: _____

EXHIBIT A

P.L. 1995, c. 127 (N.J.A.C. 17:27) MANDATORY AFFIRMATIVE ACTION LANGUAGE

GOODS, PROFESSIONAL SERVICES 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 and gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, 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 action 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 non-discrimination 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, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, 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.

The contractor or subcontractor agrees to attempt in good faith to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:37-5.2, or binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies in the area, including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, 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 applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, 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 and its subcontractors 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
Employee Information Report Form AA-302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the division 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Signature of Respondent

GREENWICH TOWNSHIP BOARD OF EDUCATION

C.271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Required Pursuant to N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit
no later than 10 days prior to the award of the contract.

Part I - Vendor Information

Vendor Name:

Address:

City:

State:

Zip:

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature

Printed Name

Title

Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount

☐ Check here if the information is continued on subsequent page(s)

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

County Name: Gloucester

State: Governor, and Legislative Leadership Committees

Legislative District #s: 3, 4, & 5

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

County:

Freeholders

County Clerk

Sheriff

Surrogate

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

Clayton Borough	Logan Township	Swedesboro Borough
Deptford Township	Mantua Township	Washington Township
East Greenwich Township	Monroe Township	Wenonah Borough
Elk Township	National Park Borough	West Deptford Township
Franklin Township	Newfield Borough	Westville Borough
Glassboro Borough	Paulsboro Borough	Woodbury City
Greenwich Township	Pitman Borough	Woodbury Heights Borough
Harrison Township	South Harrison Township	Woolwich Township

Boards of Education (Members of the Board):

Clayton Borough	Greenwich Township	Pitman Borough
Clearview Regional	Harrison Township	South Harrison Township
Delsea Regional High	Kingsway Regional	Swedesboro-Woolwich
Deptford Township	Logan Township	Washington Township
East Greenwich Township	Mantua Township	Wenonah Borough
Elk Township	Monroe Township	West Deptford Township
Franklin Township	National Park Borough	Westville Borough
Gateway Regional	Newfield Borough	Woodbury City
Glassboro	Paulsboro Borough	Woodbury Heights Borough

Fire Districts (Board of Fire Commissioners):

Deptford Township Fire District No. 1	Franklin Township Fire District No. 5
Franklin Township Fire District No. 1	Harrison Township Fire District No. 1
Franklin Township Fire District No. 2	Washington Township Fire District No. 1
Franklin Township Fire District No. 3	Westville Borough Fire District No. 1
Franklin Township Fire District No. 4	

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 bid
entitled _____, and that I executed the said proposal with
(title of project)

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 Greenwich Township 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 project.

I warrant that no requirement or commitment was made in reference to any persons, or elected official and that no undisclosed benefits of any kind were promised to anyone connected with the Project.

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

I further warrant and represent that I have never been convicted or acknowledged, nor admitted to any payment of kickbacks or unlawful gifts for which conduct deems me disqualified from bidding.

I also understand that the above disqualification does not apply to any vendor who cooperates with the prosecution and gives supporting testimony on behalf of the prosecution in the course of a judicial inquiry.

Subscribed and sworn to before me this day
_____ of _____, 20____

(Signature of Affiant)

(Print name of affiant under signature)

Notary public of
My Commission expires _____
(Seal)

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

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

Name of Organization: _____

Organization Address: _____

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

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

Part II

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

OR

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

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

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

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

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

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

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

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

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Greenwich Township 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 Greenwich Township Board of Education to notify the Greenwich Township 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 Greenwich Township Board of Education to declare any contract(s) resulting from this certification void and unenforceable.

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

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: Greenwich Township Board of Education

Bidder/Officer: _____

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK EITHER BOX 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 or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <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 Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK EITHER BOX:

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity'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 I or the bidding entity 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

PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

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

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES

Name: _____ Relationship to Bidder/Vendor: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date _____

Bidder/Vendor _____

Contact Name: _____ Contact Phone Number: _____

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 below-referenced person or entity. I acknowledge that the Greenwich Township Board of Education 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 contracts with the Board to notify the Board in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Greenwich Township Board of Education and that the Board at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____

Title: _____

Bidder/Vendor: _____

Signature: _____

Date: _____

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type.
See S specific instructions on page 2.

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

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶
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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.

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.

Proposal Form

To Perform Professional Engineering Services

The undersigned agrees to provide professional engineering services to the Greenwich Township Board of Education in accordance with the Request for Proposal and any amendments or clarifications and accepts the terms therefore as a binding contractual obligation if the following proposal is accepted.

Name of Firm: _____

Address of Firm: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature _____

Printed Name and Title _____



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

CONTRACT / BID SOLICITATION TITLE Greenwich Township Board of Education

CONTRACT / BID SOLICITATION No. RFP for Professional Engineering Services

CHECK THE APPROPRIATE BOX

☐

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

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

OR

☐

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

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

Description of Prohibited Activity

Attach Additional Sheets If Necessary.

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

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative

Vendor Name

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

CERTIFICATION OF NON-DEBARMENT
FOR FEDERAL GOVERNMENT CONTRACTS

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

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

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

☐Sole Proprietorship (skip Parts III and IV) ☐Non-Profit Corporation (skip Parts III and IV)

☐For-Profit Corporation (any type) ☐Limited Liability Company (LLC) ☐Partnership

☐Limited Partnership ☐Limited Liability Partnership (LLP)

☐Other (be specific): _____

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

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

Section A (Check the Box that applies)

<input type="checkbox"/>	Below is the name and address of the stockholder in the corporation who owns more than 50 percent of its voting stock, or of the partner in the partnership who owns more than 50 percent interest therein, or of the member of the limited liability company owning more than 50 percent interest therein, as the case may be.
Name of Individual or Organization	
Physical Address	
OR	
<input type="checkbox"/>	No one stockholder in the corporation owns more than 50 percent of its voting stock, or no partner in the partnership owns more than 50 percent interest therein, or no member in the limited liability company owns more than 50 percent interest therein, as the case may be.

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

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

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

Part IV – CERTIFICATION OF NON-DEBARMENT: Contractor – Controlled Entities	
Section A	
<input type="checkbox"/>	<p>Below is the name and address of the corporation(s) in which the Organization listed in Part I owns more than 50 percent of voting stock, or of the partnership(s) in which the Organization listed in Part I owns more than 50 percent interest therein, or of the limited liability company or companies in which the Organization listed above in Part I owns more than 50 percent interest therein, as the case may be.</p>
Name of Business Entity	Physical Address
Add additional sheets if necessary	
OR	

<input type="checkbox"/>	The Organization listed above in Part I does not own greater than 50 percent of the voting stock in any corporation and does not own greater than 50 percent interest in any partnership or any limited liability company.
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Section B (skip if no business entities are listed in Section A of Part IV)

<input type="checkbox"/>	Below are the names and addresses of any entities in which an entity listed in Part III A owns greater than 50 percent of the voting stock (corporation) or owns greater than 50 percent interest (partnership or limited liability company).
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Name of Business Entity Controlled by Entity Listed in Section A of Part IV	Physical Address

****Add additional Sheets if necessary****

OR

<input type="checkbox"/>	No entity listed in Part III A owns greater than 50 percent of the voting stock in any corporation or owns greater than 50 percent interest in any partnership or limited liability company.
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Section C – Part IV Certification

I hereby certify that the **Organization** listed above in **Part I** does not own greater than 50 percent of any entity that that is debarred by the federal government from contracting with a federal agency and, if applicable, does not own greater than 50 percent of any entity that in turns owns greater than 50 percent of any entity debarred by the federal government from contracting with a federal agency. I further acknowledge: that I am authorized to execute this certification on behalf of the above-named organization; that the ***Greenwich Township 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 date of contract award by ***Greenwich Township Board of Education*** to notify the ***Greenwich Township 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 ***Greenwich Township Board of Education***, permitting the ***Greenwich Township Board of Education*** to declare any contract(s) resulting from this certification void and unenforceable.

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